

Staff Attendance, Punctuality and Absence Policy

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1. Introduction

Timely and regular attendance is an expectation of performance for all employees. To ensure adequate staffing, positive School culture and to meet productivity standards, employees will be held accountable for adhering to their workplace schedule.

In the event that an employee is unable to meet this expectation, they must obtain approval from the Headteacher or School Co-ordinator in advance of any requested schedule changes or emergency situations. This approval includes late arrivals to or early departures from work.

Due to the nature of the roles and responsibilities at HHS, it is necessary to follow the appropriate attendance and absence procedures to ensure adequate ratios, Staff support and adherence to statutory requirements.

2. Purpose and Aims

HHS aims to:

- Support the wellbeing of all pupils and staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff and pupils
- Acknowledge the needs of staff and pupils, and how these change over time
- Allow staff to balance their working lives with their personal needs and responsibilities
- Help staff and pupils with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims

Supporting Staff wellbeing may be in the form of giving Staff time off to deal with a personal crisis. This will be in-line with contractual company sick pay and the Directors' discretion.

3. Roles and Responsibilities

3.1 Directors

- To ensure adequate absence, attendance and punctuality procedures are outlined in Staff contracts
- To appoint relevant Staff members to uphold responsibility for attendance, punctuality and absence
- To ensure appropriate procedures are followed by the Headteacher and School Co-ordinator

3.2 Headteacher

- To hold ultimate responsibility for Staff attendance, punctuality and absence
- To regularly review practice related to Staff attendance, punctuality and absence
- To uphold a positive School culture that emphasises and facilitates Staff wellbeing
- To oversee the fair and equal administration of attendance, punctuality and absence procedures
- To follow capability or disciplinary procedures regarding Staff attendance, punctuality and absence if needed
- To determine if a Request for Absence will be paid or unpaid following company contractual sick pay guidelines

3.3 School Co-ordinator

- To ensure appropriate recording and storing of Request for Absence documents
- To ensure approved paid/unpaid leave is adhered to
- To ensure fair application of attendance, punctuality and absence procedures
- To ensure appropriate cover for absent Staff members as far as possible
- To ensure Staff/pupil ratios are constantly maintained as far as possible
- To notify the Headteacher if an excessive amount of Request for Absence forms are submitted by a Staff member

3.4 Line Managers

- To notify the Headteacher or School Co-ordinator if a Staff member is running late
- To notify the Headteacher or School Co-ordinator if a Staff member is excessively late
- To ensure their teams are equipped with alternative provisions and adequate support in the event of an absence Staff member

3.5 Staff

- To follow all components of attendance, punctuality and absence as set out in their contract
- To immediately notify their Line Manager, School Co-ordinator and Headteacher in the event that they may be late
- To allow for an adequate period of notice, when possible, regarding absence
- To appropriately fill out and submit Request for Absence forms when needed

4. Attendance and Punctuality

4.1 Authorised Absence

Authorised absence is when a Staff member is unavailable for their assigned/scheduled work and the time off was approved by the Headteacher or School Co-ordinator via the Request for Absence Form (see Appendix 1).

4.2 Unauthorised Absence

Unauthorised absence is when a Staff member is unavailable for their assigned/scheduled work when the Headteacher or Line Manager has not been notified

OR

The time off was not approved by the Headteacher or School Co-ordinator via the Request for Absence Form and the Staff member is absent from work (see Appendix 1).

4.3 Late

A Staff member is deemed to be late when they:

- Arrive to work past his/her scheduled start time
- Leave their position early for lunch or break periods without approval
- Takes an extended lunch or break period without approval
- Leave work prior to the end of assigned/scheduled work time without prior approval

4.4 Contractual hours

Staff members' hours differ based on their role or position within the School. Staff members should review their Contract of Employment to familiarise themselves with their mandatory working hours.

Staff members may be required to attend various meetings, school events, training days and professional development days outside of normal work hours, as stated in their contract.

4.5 Staff Sign-In

You are required to sign in/out at the Inventory point when your scheduled work time starts/finishes and if you leave the school premises for any reason.

5. Absence Procedures

As stated in the Contract of Employment, you must inform the School directly – and specifically, the Headteacher, your Line Manager, and one of the School Co-ordinators – as soon as reasonably practicable and no later than 7.45am on the first day of any absence owing to sickness or injury and must keep them informed of ongoing absence.

In respect of absences lasting seven calendar days or less, you do not need to produce a medical certificate unless specifically requested to do so.

In respect of absences lasting more than seven calendar days you must, on the eighth day of absence provide a medical certificate (at your own cost) stating the reasons for your absence and thereafter provide certificates to cover the entire period of your absence stating when you will be fit to return or when you will next be reviewed. These certificates should be supplied to the School Co-ordinator promptly.

5.1 Absence cover

In the Upper School we do not use substitute teachers or supply teachers to cover members of Staff who are absent. Current members of Staff assist with whatever cover is needed. Due to the EYFS ratio requirements in Lower School, temporary Staff members may be used to cover absences. Individuals will not be asked to cover roles that they are not qualified and/or experienced to cover.

6. Sickness

Should you be absent owing to illness or injury you may be entitled to full pay for a maximum of 5 days (pro-rata where applicable) certified absence in any rolling 12-month period. Thereafter, your entitlement will be to Statutory Sick Pay only.

Please review your Contract of Employment for more information.

6.1 Other paid leave

You may be entitled to maternity, paternity, adoption, shared parental or parental bereavement leave and pay in accordance with the statutory provisions in place from time to time.

7. Return to Work Procedures

You must complete the School's self-certification form immediately upon your return to work and return it to either the School Co-ordinator or the Headteacher. You may also be required to attend a return-to-work discussion in place from time to time.

8. Staff Capability and Disciplinary Procedures

8.1 Staff capabilities

Lack of capability is defined as:

- A Staff member failing to perform their role at the level of competence expected of them and that their job requires

Performance is monitored on a day-to-day basis by line managers. Opportunities for performance and development are highlighted in our Performance Management Policy.

Consistent issues with attendance or punctuality could impact a Staff members' ability to perform their job to the expected standard. Therefore, if concerns are identified, the capabilities procedure would be implemented to support individual performance.

Refer to the *Staff Capability Procedures* for more information.

8.2 Staff disciplinary procedures

The School expects a high standard of personal conduct at work and aims to promote positive working relationships between all employees. Employees who do not conduct themselves satisfactorily, including not fulfilling their contractual attendance and punctuality requirements, will be given guidance, support and a reasonable opportunity to improve before formal disciplinary action is taken.

The *Staff Disciplinary Policy* and procedure is intended to help and encourage all employees to achieve agreed acceptable standards of conduct and behaviour whilst ensuring that they all are treated consistently and fairly.


9. Performance Management

Appraisal is a supportive process which will be used as a form of performance management to inform continuing professional development. Attendance, punctuality and excessive absence will be considered during the appraisal process.

Refer to the *Performance Management Policy* for more information.

10. Links with Other Policies and Documents

- Staff Capabilities Procedure
- Staff Disciplinary Procedure
- Staff Grievance Policy
- Performance Management Policy
- Staff Code of Conduct
- Staff Handbook
- Individual Staff Contracts

Last Review	November 2022
Next Review	November 2023
Name	 Ross Montague Headteacher

Appendix 1: Request for Absence Form

Request for Absence Form

This form must be used to request time off in advance- such as medical appointments.

Please complete the form- it **must** be approved by your Head of Year before passing it to the Headteacher. The request will be agreed or declined. There are occasions when the time off will be granted on an unpaid basis.

Name:	Position:
Date and time of absence requested:	
Reason for the request of absence:	
Lessons that will need cover (please list below):	Member of staff covering (each lesson) – must be agreed with a member of staff
Duties that will need cover:	Member of staff covering
After School Care cover needed:	
Signed:	Date:

Head of Year Group's signature:

Date:

SLT signature:

Date:

Action:

Agreed / Declined

Paid

Paid – CSP

Paid – SSP

Unpaid