



Batchwood School

make every day count

# HEALTH, ATTENDANCE & LEAVE POLICY

*Kerry Polalrd*

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**Signed – Governor**

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**Print Name**

**Date:** November 2017

**Review:** November 2018

## 1. Introduction

- 1.1 The school policy with regards to health, attendance and leave of absence works in conjunction with the Hertfordshire County Council 'model policies for schools' both are attached as appendices and should be referred to for more detail and guidance

## 2. Purpose of Policy

- 2.1 To ensure that:-

- All staff have the best quality of life possible while working at Batchwood
- All staff who are employees of the school including the Headteacher; staff who are centrally employed by the Local Authority (LA) **and** who work solely at the school; and staff who are employed in units or bases that are attached to the school have relevant guidance
- We comply with the initiative of 'rarely cover' and ensure its smooth implementation

## 3. Principles

- 3.1 Our health, attendance and leave of absence policy assumes that: The Governing Body has a responsibility to minimise disruption to the school caused by the ill health absence of its employees. The purpose of this policy and procedure is to ensure that:

- the school exercises its duty of care and has proper regard to the health, safety and welfare of its employees;
- the Governing Body's broader responsibility to promote a healthy workforce is acknowledged;
- all members of staff understand that repeated or long term absence of staff may have a demotivating effect on colleagues; and is likely to have an adverse effect on students' education;
- all members of staff understand that absence through sickness of teachers incurs indirect costs, often considerable, particularly if supply cover is required; and sickness absence of support staff may also be disruptive and costly, particularly in the case of those who provide direct support to teachers and students in the classroom.
- A principal purpose in setting out this Policy is to ensure that requests are dealt with fairly and consistently.

- 3.2 The Annual Leave Entitlement for employees is covered by Local Government terms and conditions. A teacher's working time is also covered by Local Government terms and conditions. **Staff will not be permitted to take leave during the term unless express consent from the Headteacher has been given. If leave is granted, this will be unpaid for term-time only staff. It is courteous to request such leave outside of what might be defined as 'normal absence' in writing.**

## 4 Responsibilities

- 4.1 Daily cover and the management thereof is the responsibility of the Assistant Headteacher with responsibility for cover and:

- Individual teachers or support staff are responsible for completing an absence request form in good time (and in line with school practice) where absence is pre-planned. For example, for INSET or a school trip. Such requests must be approved by both Subject Leader before being passed to the AH with responsibility for cover
- Individual teachers or support staff are responsible for making a request for ‘unusual absence’ in writing to The Headteacher and Governors. For example, moving house, becoming an examiner/moderator, religious holidays or funerals
- Individual teachers or support staff or someone on his/her behalf, are responsible for ringing the absence line before 7.30am if they are sick or need to take emergency absence for example, if their child is sick. The reason for absence should be given. (Herts. model policy 4.1-4.4)
- Individual teachers or support staff are responsible for letting their Subject Leader, SLT or Line Manager know as appropriate before 7.30am if they are sick or need to take emergency absence for example, if their child is sick
- This should be communicated to Kelly Vincent, Associate Assistant Headteacher, and if appropriate to the subject leader and relevant DOP (Director of Progress)
- Individual Directors for Learning: Subject and Year are responsible for ensuring all trips which fall outside of ELDs or Activities-week are calendared at the beginning of the academic year. This includes rehearsals/practical exams/orals. Any which are not are unlikely to take place during the school day

**4.2** Monitoring and recording of absence, annual leave and sickness is the responsibility of the Associate Assistant Headteacher with responsibility for cover and they will:

- Provide a half-termly report for discussion at Leadership Group which considers absence, annual leave and sickness for teaching and support staff these numbers will be monitored and regulated. Please see the Hertfordshire model policy for schools for more detail in case of prolonged or repeated absences (8.1)
- Oversee the management of the distribution of Learning Supervisors and maintain an overview to allow ‘rarely cover’ to be implemented fully
- Ensure the opportunity is given to calendar all trips which fall outside of ELDs or Activities-week at the beginning of the academic year. This includes rehearsals/practical exams/orals
- Ensure that where trips take nearly an entire year group, for those staff remaining a ‘different’ timetable is provided which will be communicated in advance of the trip.
- Ensure that all lessons (including sixth form) are covered
- Approach all p/t staff and see where/if at all they might be able to teach more hours should we need greater hours of teaching within a specified time
- Oversee the management of the use of learning supervisors and HLTAs for short term absences only ensuring that medium or long term absences will be covered by a teacher (supply or fixed term appointment for example)
- ‘Oversee the revision of staff timetables during the year to take account of significant changes or need for medium or long term cover
- Monitor that our provision for cover is shared equitably among all teachers in the school (including the Headteacher) taking account of their teaching and other duties and that the guaranteed PPA time of teachers at a school should not be used for cover’, and make recommendation should we need more Learning Supervisors for example
- Ensure that there is capacity for Learning Supervisors to cover staff who are off sick and make public ‘hot spots’ or bookings which have already been made to all staff are communicated regularly

Ensure that all voluntary agreements should be reviewed to ensure compliance with the Teachers' Pay and Conditions Document'

## Appendix 1: Snapshot guidance for absence

Definition	Procedure	Action
First day of absence	On the first day of absence, the employee, or someone on his/her behalf must, unless in exceptional circumstances, notify the school of his/her absence due to illness before his/her usual starting time. The reason for absence and some indication of a return to work date should be given	<ul style="list-style-type: none"> <li>• Ring absence line:</li> <li>• Leave detail as to reason for absence</li> <li>• Notify DoLS/DoLY/LM as appropriate</li> </ul>
Fourth day of absence	If the absence continues beyond three days, the employee should contact the relevant person following the school's procedure. A self certification form can be completed on the return to work of the employee.	<ul style="list-style-type: none"> <li>• Ring absence line:</li> <li>• Leave detail as to reason for absence</li> <li>• Notify DoLS/DoLY/LM as appropriate</li> <li>• Complete self-certification form and send to school (FAO: Lisa Harvey)</li> </ul>
Eight day of absence and beyond	If the sickness absence extends beyond seven calendar days, a medical certificate (Med 3) should be obtained from a registered medical practitioner and forwarded to the School Manager. Further medical certificates must be submitted to the School Manager, and must be consecutive; this includes certificated absence during school holidays. The employee has a responsibility to keep the School informed of his/her progress. It is the duty of the school to keep in reasonable communication with the employee. Every absence must be certified and recorded to ensure correct payment of sick pay and to ensure that accurate records are maintained. Failure to comply with the certification and reporting procedures may result in loss of sick pay	<ul style="list-style-type: none"> <li>• Ring absence line:</li> <li>• Leave detail as to reason for absence</li> <li>• Notify DoLS/DoLY/LM as appropriate</li> <li>• Complete medical certificate and send to school (FAO: Lisa Harvey)</li> </ul>
Return to work	The employee should, wherever possible inform the school no later than the day before the anticipated date of return. After any prolonged or repeated absences due to illness, the Associate Assistant Headteacher with responsibility for cover will arrange formal return to work meeting with the employee and Headteacher. This should ideally happen on the first day back. The purpose of the meeting is to seek reassurance on the part of the employer that the employee is really fit or whether he/she needs extra support at the time and to demonstrate the school's commitment to monitoring the health and well being of its employees. A record of the meeting must be made, copied to the employee and placed on the employee's personal record file.	<ul style="list-style-type: none"> <li>• Ring absence line and notify school of anticipated date of return</li> </ul>
Persistent Short Term Sickness Absence	<p>Where there is a recurring pattern of absence, with or without medical certification, the Headteacher or nominated person will discuss that problem and any underlying reasons at an early stage with the member of staff. The following trigger points may be considered:</p> <ul style="list-style-type: none"> <li>• Three or more instances of absence in any six-month period; or</li> <li>• When an individual accumulates ten or more calendar days absence within any six month period; or</li> <li>• When an absence appears to have a recurring recognisable pattern, for example frequent absenteeism around a weekend.</li> </ul> <p>The Headteacher must write to the employee confirming the points discussed and actions identified. It may be necessary to suggest one or both of the following measures are taken:</p> <ul style="list-style-type: none"> <li>• The employee provides a medical certificate with effect from the <u>first</u> day of each absence. This may result in a charge from the GP and it would be up to the school to meet this cost.</li> <li>• Referral to the Occupational Health Unit for investigation of the employee's health problems and medium and long term fitness for work and if there is an underlying disability requiring reasonable adjustments to be carried out.</li> </ul> <p><b>Please see the Model Health and Attendance Policy for schools for more detail regarding sick pay, referral to occupational health etc</b></p>	
Sending an employee home due to ill health	<u>If an employee has come into work and their line manager/Headteacher believes that due to their ill health, they present a risk to themselves, the pupils and/or other staff, they should be sent home. If an individual is sent home under these circumstances the absence will be recorded as sick leave.</u>	

## Appendix 2: Snapshot guidance for requests for leave of absence

Type of Leave	Guidance (H – HCC guidance) (S- Batchwood agreement)	
<b>Annual Leave entitlement for support staff</b>	H	To be taken outside of term time only.
	S	Only in exceptional circumstances and with express written consent from the Headteacher will leave be granted during of term time. Requests must also be made in writing, to the Headteacher and Governors.
<b>Time off for sick child</b>	H	One day paid unless exceptional circumstances.
	S	Only in exceptional circumstances e.g. hospitalisation, will more than one day be granted as paid leave. Requests must also be made in writing, to the Headteacher and Governors.
<b>Compassionate, Emergency or Exceptional Leave</b>	H	Up to 5 days paid leave. If longer period given, is unpaid.
	S	The leave is to deal with the immediate issues and to sort out long term arrangements if necessary. In some cases a longer period of absence may be approved on an unpaid basis. Requests must also be made in writing, to the Headteacher and Governors.
<b>Other personal reasons</b>	H	E.g. wedding, graduation ceremony. Unpaid and subject to adequate notice.
	S	Unpaid and subject to adequate notice (typically 12 weeks) so that replacement staff can be employed if necessary. Requests must also be made in writing, to the Headteacher.
<b>Extended Leave of Absence</b>		Unpaid with sufficient notice.
<b>Moving House</b>	H	Up to 2 days paid leave.
	S	Only after written request has been made to the Headteacher and not for moving to a rented property – this can occur several times a year. In this instance up to one day will be granted which does not impact on the teaching of students or create cover for classes.
<b>Service with Auxiliary Forces</b>	H	Volunteers of UK armed forces are allowed 2 weeks paid leave to attend annual summer camp.
<b>Mobilisation</b>	H	If reservists are 'called out' salary is paid by the MOD.
<b>Carry over of annual leave (only relevant for support staff)</b>	H	Should take leave in current year. Heads discretion to allow up to 5 days to be carried forward to be taken before 31 May. Requests must also be made in writing, to the Headteacher via the Line Manager.
<b>Religious festivals</b>	H	Allow up to 2 days paid leave for official holy day.
	S	Only after written request has been made to the Headteacher and a minimum of 12 weeks' notice in advance.
<b>Sporting Events</b>	H	Up to 18 days paid leave for staff representing the country in sporting events.
	S	Only after written request has been made to the Headteacher (minimum of 12 weeks in advance where possible)

## Appendix 2: Snapshot guidance for requests for leave of absence (Continued)

Type of Leave	Guidance (H – HCC guidance) (S- Batchwood agreement)	
Attendance at Court Proceedings	H	For jury service staff should complete loss of earnings certificate to reclaim from court.
Public Duties	H	Staff can be granted up to 18 days p.a. paid leave to carry out duties of the office of Leader, Mayor, JP or Chairman of LA. School/college governors get up to 3 days paid.
	S	Only after written request has been made to the Headteacher and a minimum of 12 weeks in advance.
Study/ Examination Leave	H	For staff studying (if relevant to post and where school is paying fees) half a day study per exam plus half day per exam will be paid.
	S	Only after written request has been made to the Headteacher and a minimum of 12 weeks in advance.
GCSE Duties & Activities	H	See appendix II of the burgundy book, Memo of Agreement for the Release of Teachers.
	S	This must be made via a written request first to the Line Manager and then (if approved by the LM) the Headteacher and Governors (who will make the <b>final</b> decision as to acceptability) at least twelve weeks in advance and must be made <b>every</b> year to allow others within the faculty to develop their career. The general rule is only one examiner/moderator per faculty and it is their responsibility to ensure the school is reimbursed for any necessary cover and other costs created by taking on the role.
Trade Union Duties	H	Elected representatives are allowed reasonable time off.
Bad Weather Conditions	H	If school is open staff must make reasonable effort to attend work or make alternative arrangements (i.e. work at home). If not possible treated as unpaid leave.
Time off for appointments (Doctor, Dentist etc.)	H	Appointments where possible must be made outside of school time.
	S	If not possible reasonable paid time off is allowed but should be taken when minimal impact on cover and teaching occurs. If cover is created it is unlikely that permission will be given.
Interviews within HCC or another Local Authority	H	Head can approve up to a max of 6 days paid leave during one academic year.
	S	For support staff, this time should be made up during holiday periods. For teaching staff visiting their new school, only one day will be approved providing at least three weeks warning is given and the impact on teaching and cover is minimal or none at all.
Paternity	H	One or two consecutive weeks (only) paid at the statutory rate for paternity pay (currently £123/week), or 90% of current weekly earnings, whichever is the lowest. Notice must be given, in writing, by the beginning of the 15 <sup>th</sup> week before the expected week of childbirth to both the School Manager and the Headteacher.
	S	One week's leave (consecutive days) on full pay or as per County guidelines (detailed above). Notice must be given, in writing of which choice, by the beginning of the 15 <sup>th</sup> week before the expected week of childbirth to both the School Manager and the Headteacher.
Maternity, Adoption, Carers leave & ante-natal care	H	There are specific entitlements for maternity, paternity, adoption, carer's leave and antenatal care contained in the Carers Guide for Schools, a copy of which can be obtained from the school finance office.