

## REVISED STAFF ATTENDANCE MANAGEMENT POLICY

### AIM/PURPOSE

Ensuring maximum staff attendance is essential if students are to work effectively and make progress. The school encourages a positive attendance culture, but there needs to be a policy which describes and explains how staff absence is managed.

### GENERAL PRINCIPLES

It is unlikely that all the staff are in perfectly good health all of the time. The policy covers intermittent and longer term absence and the various stages followed.

The policy adopted is the Manchester Local Authority 'Attendance Management Policy for All Staff' (available on request) and the following provides a stage by stage summary.

### STAFF ATTENDANCE MANAGEMENT AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

#### 1. Frequent intermittent absence.

The school has adopted criteria which would 'trigger' a response.

- ◆ Three separate periods of uncertified or self certified absence or an unacceptable pattern of absence eg regular Monday or Friday.
- ◆ Attendance falling below the expected average, usually 98%.
- ◆ Three separate absences during a term or five during the course of a year.

#### 2. Longer term absence.

Longer term for example, the school will:

- ◆ Maintain contact eg telephone.
  - ◆ Make an Occupational Health referral.
  - ◆ Management Support involved.
  - ◆ Longer term, ie disability: consider alternative post or work adjustments. In the event of longer term absence a phased return to work or amended duties can be considered, but the outcome must also be in the best interests of the school.
  - ◆ Medical retirement, eg after 26 weeks. Management Support involved. Employee contacts pension information service.
- Governing Body meets: dismissal on medical grounds is a possibility. Right of appeal.

#### 3. Absence monitoring interviews.

These will take place when one or more of the 'triggers' (as mentioned in point 1) have been activated and will involve a preliminary stage followed by a first formal stage. At this point, the member of staff concerned will be given a copy of the 'Attendance Management Policy for All Staff'.

If the situation does not improve, the second formal stage will begin.

The final stage occurs when a member of staff has shown insufficient improvement or whose attendance has deteriorated. At this stage, action will be initiated through the governing body's disciplinary procedure.

### MONITORING AND EVALUATION

The Staff Attendance Management Policy will be reviewed by the Personnel Committee, in conjunction with the Head and Deputy (Staff Support). Changes will be ratified by the Full Governing Body.

