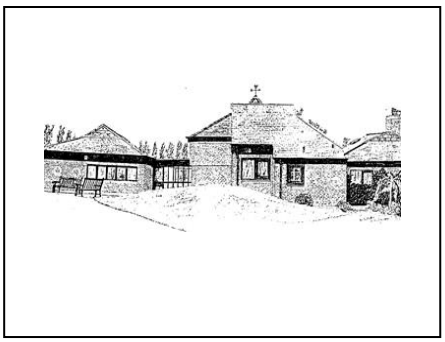


Attendance Management Policy and Procedure

Cliffe VC Primary School

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This document has been produced for Schools by North Yorkshire HR and should be read with 'Attendance Management Guidance for Schools'. Managers are encouraged to refer to the Guidance document to ensure employees are appropriately supported and best practice is followed.

This policy and procedure has been produced both for managers and employees.

Advice is available for school managers from North Yorkshire HR regarding the application of the Attendance Management Policy and Procedure and related guidance via NYHR@northyorks.gov.uk, or by telephone 01609 798343. Details of bespoke training and development, including for attendance management purposes, is available on request via North Yorkshire Education Solutions.

Where reference is made to 'Manager' within this policy, this could mean Principal, Headteacher, line Headteacher, Head of Department/Faculty, Business Headteacher, or Governor, subject to delegation and authority for decision making within school.

Access: If you require this information in an alternative format, please contact North Yorkshire HR.

1. Scope

1.1 The current educational climate indicates ongoing change at a significant pace for delivery of high quality teaching in a rich learning environment. The School values all members of staff and their health and well-being is important. There are occasions when health related circumstances cause sickness absence and the Attendance Management policy and guidance enables staff to be appropriately supported within a procedural framework that provides for best management practice. The policy and related guidance have been developed for both managers and employees to increase transparency and encourage dialogue.

1.2 This policy applies to all employees of this School.

2. Purpose

- To be consistent and fair in the application of the attendance management policy;
- To provide appropriate support to employees during an absence and when returning to work;
- To prevent where possible sickness absence caused by or as a result of accidents/injuries at work;
- To set and review targets for School employees to improve attendance;
- To regularly monitor and review action taken by managers within this policy; and
- To provide adequate support to managers to manage attendance effectively.

3. Procedure

3.1 Employees must be aware that all sickness absence has an impact on educational provision. As an employer, the School will ensure that sickness absence records are kept and attendance levels monitored to ensure that employees are appropriately supported whenever they are absent, or upon return to work following absence.

3.2 In managing attendance before, during and after any period of absence due to sickness, managers should consider all options that could assist the employee in achieving a higher level of attendance or make a healthy and early return to work. Managers should record the outcome of any discussion with the employee detailing any reasonable adjustments.

3.3. Regular communication, review meetings, and consultation meetings will be held with the absent employee to ensure the employee is aware of the process, the support available to improve attendance and the potential impact on their employment. The frequency and content of review meetings for prolonged absence will be determined on a case by case basis subject to the nature of the absence. Employees will receive written confirmation of the arrangement, and outcome of all formal meetings held under the attendance management procedure.

3.4 Triggers:

3 or more occasions* in any rolling* 6 month period

4 or more occasions* in any rolling* 12 month period

Any period of absence of four working weeks or more

*An occasion is defined as a period of absence that may be consecutive days, single days or half days. This includes intermittent absences and longer periods of absence. Rolling periods refer to the 6 or 12 months previous to the latest absence.

i. When triggers are met, the manager will arrange an attendance management consultation with the employee to discuss their attendance. Where appropriate targets and support will be discussed with the employee and the managers will set the target, over a three month review period to help the employee improve their attendance.

ii. If the employee has not sufficiently improved their attendance measured against the targets set in the initial review period, a formal notification will be issued to allow the employee a further three month review period and support to improve attendance.

iii. If the employee does not meet the targets set in the formal notification, or there are further lapses in attendance within six months of ending the formal period, a final notification will be issued, with a further six month review period, with targets and support to improve their attendance.

iv. Where an employee is absent for a prolonged period in excess of four working weeks, including during review periods, this will be considered as an occasion of absence in this procedure. During the period of absence regular attendance review meetings will be held. The manager will meet with the employee, and discuss updates to their health and potential return to work dates, following Attendance Management Guidance.

v. If the employee's attendance has not sufficiently improved during the final notification period, or there is an ongoing period of absence with one or more of the following:
   - no foreseeable return to work date;
   - a prolonged recovery timescale that is unsustainable for the School;

   the case will then be progressed to Attendance Panel. It is expected that the manager has explored appropriate support mechanisms and any related reasonable adjustments to improve attendance during the attendance management process, including whether medical redeployment, or ill health retirement are applicable to the case.

3.6 In some circumstances it is appropriate for a formal meeting to be offered to an employee, and where agreed, held instead of an Attendance Panel, for example an individual subject to an Attendance Management Panel requests that their dismissal takes place outside of that forum. In these cases, formal meetings will be held in line with the attendance management guidance.

4.Exclusions to attendance management policy and procedure

The following appointments are not classed as sickness for the purposes of the attendance management policy:

- GP appointments;
- Dental appointments;
- Hospital appointments;
- Medically prescribed treatment appointment; and
- Any form of absence that is not related to the sickness of the employee.

Where these prevent attendance at work, evidence of appointments must be seen and approved by managers. It is expected the employee will take all reasonable steps to attend the above appointments whilst avoiding disruption to the workplace, subject to circumstances e.g. in the employees own time or at the start or end of their working day/shift.

Sickness absence which is as a direct consequence of pregnancy will be recorded as absence, but will not be included in calculating absence for the purpose of attendance management procedures *or the criteria for incremental progression* subject to the school policy.
Sickness absence which is a direct consequence of a disability is still recorded as absence, but managers need to consider reasonable adjustments in individual cases.

Absences arising out of an accident, assault, injury or disease whilst undertaking the duties of the post will be recorded as absence and will only be excluded in calculating absence for the purpose of attendance management procedures or the criteria for incremental progression where the School acknowledges liability. However all such absences will be subject to investigation in accordance with the health and safety policy, along with related terms and conditions and recommended HR advice.

5. Statutory obligations

This policy recognises the requirements to comply with the following legislation where applicable:

- Equality Act 2010;
- Health and Safety at Work Act 1974;
- Management of Health and Safety Regulations 1999;
- RIDDOR - Reporting of Incidents, Diseases, Dangerous Occurrences Regulations 1995 (as revised 1999);
- Human Rights Act 1998;
- Employment Rights Act 1996;
- General Data Protection Regulation*.

*This regulation is expected to come in to force on 25 May 2018. Data processing is necessary for attendance management purposes to comply with a legal obligation: Employee data is processed to fulfil fundamental contractual obligations including monitoring employee attendance which is necessary for the performance of the contract between employer and employee.

In application of this policy it is expected that managers will follow the principles of the above legislation regardless of the reason for absence.

The following policies may also be used during application of the Attendance Management Policy (applies only where Schools with such policies in place):

- Probation Policy
- Increments Policy
- Leave policy
- Workplace drugs and substance misuse policy
- Workplace alcohol policy
- Infection prevention and control policy
- Health and safety policy
- Resolving issues at work policy
- Contractual terms and conditions for employers e.g. Green Book, Burgundy Book, STPCD
- Pay policy
- Stress management policy
- Schools Reorganisation, Redeployment and Redundancy Policy

This policy and accompanying procedures are not intended to replace or undermine the provisions contained in any contractually agreed documents.