

Mission Statement.

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

This guidance primarily addresses sickness absence. It does, however, include a ‘Guidelines for leave of absence summary’ covering a range of other paid or unpaid short-term absences. Additional causes of longer periods of absence – such as maternity leave – are covered in other policies and procedures. Time off for elective (‘cosmetic’) surgery and related treatments should be taken as during school holidays for all staff.

All holidays **MUST BE** taken during designated School Holiday times. Under exceptional circumstances and with two terms written notice the Headteacher can grant unpaid leave during term time. There is scope that under emergency circumstances and at the Headteachers discretion leave can be granted. All leave taken during term time will be, by definition unpaid.

NB Throughout this document, for the purposes of brevity, ‘Headteacher’ can mean either the Headteacher or any senior manager to whom responsibility has been delegated.

SECTION 1: INTRODUCTION & RESPONSIBILITIES

The school accepts that from time to time staff employed will not be available for work due to ill health. This procedure is concerned with such instances, and situations where periods of ill health become long term or persistent. The school, in serving students, has to ensure that absence due to sickness is properly managed and minimises any disruption to the provision of education and the wellbeing of our students.

It is expected that all non-emergency medical and dental appointments will be scheduled outside the working hours of individual employees.

The procedure has four main objectives:

- To minimise the disruption caused to the progress and well-being of our students as a direct result of staff absence.
- To ensure that the necessary steps are taken to maintain a school environment that prevents unnecessary sickness absence and regularly reviews the situation.
- To ensure that all absence due to sickness is properly managed and to provide a process for timely action in cases of long-term and/or persistent absence.
- To lay out the responsibilities and expectations for individual employees, managers and the administrative team in relation to sickness absence.

In the most serious cases, where an employee is unable to discharge the terms of his/her contract of employment within/over a reasonable period of time, the contract of employment may be terminated. However, it is noted that our Governing Body has legal responsibilities under the Disability Discrimination legislation as incorporated into the Equality Act 2010.

Summary

1. Prevention.	All Staff and Management Responsibilities to help prevent absence happening.	Health Checks at recruitment (and promotion). Staff advised specifically about the needs of our students and the potential behaviours they can display.
		Induction: Sickness procedure, support available, autism with associated behaviours, specific training to stay safe, importance of Behaviour support plans, risk assessments and maintaining a calm and professional manner.
		Environment: Reviews and actions arising to ensure we maintain a safe working environment.
		Job Descriptions: Absence management requirements.
		Support documentation: behaviour support plans, communication profiles and risk assessments are in place to ensure staff are professional at all times and know how to stay safe.
		Access to Kent Occupational Therapist and staff support helpline.

		Training: Relevant training including behaviour support offered by qualified trainers.
2. Administration.	Employee Responsibilities.	Reporting absence promptly, providing certification and updating management, attending back to work interviews and signing off relevant paperwork.
	Management Responsibilities.	Ensuring certification and return to work interviews carried out, updating school office, review with employees, supervisions and monthly reporting.
	School Office Responsibilities.	Sickness records, payroll notification reports to Headteacher/SMT. Progress chasing forms.
3. Management.	School Office Responsibilities.	Monthly and Termly Reports, detailed reports on individual cases.
	Management Responsibilities.	Monthly reviews of long term and/or regular sickness absence. Follow up actions with employees.
	Head Teacher Responsibilities.	Manage school sickness absence. Report termly to the Governing Body.

The above key areas are expanded in the following sections.

1.1 EMPLOYEE RESPONSIBILITIES

All members of staff will have absence procedures explained to them and shown how to access this policy.

1.1.1 Reporting

- a) Staff who are unable to come to work because of illness are required to notify **the school** by telephone on every day of self-certified absence (i.e. absence not covered by a doctor's certificate). Taking into account how difficult it can be to arrange cover this should be done as early as possible prior to commencement of the shift. Allowing time to put cover in place.

Where the absence extends to four days, staff are required to update their line manager (or another manager if unavailable), giving an expected date of return.

- b) If the absence is covered by a doctor's certificate, staff must telephone the school office on the day the certificate is issued. They are also required to keep the school informed of their situation on a regular basis throughout the absence (by contacting their line manager every seven days, unless a different basis is agreed).

c) If a member of staff is absent due to illness just before a holiday period and then becomes well during the holiday period, they must telephone the school office to declare themselves fit for work on the first day they are well (otherwise the absence will be deemed to have continued during the holiday period, which may have an adverse effect on their sick pay entitlement). Similarly, if they have a doctor’s certificate they should telephone the school office to declare themselves fit for work as soon as the certificate has expired.

1.1.2 Certification

- Staff must provide a doctor’s certificate for periods of sickness absence over seven days. Doctors’ certificates should be returned to the HR Manager for recording as soon as possible.
- In cases where absences have caused line managers concern, staff may be required to provide a doctor’s certificate for every absence.

1.2. MANAGEMENT RESPONSIBILITIES

1.2.1 Reporting and Certification

Line managers must ensure that all staff comply with their responsibilities under Section 1.

1.2.2 Return of Work procedure.

Absence review process will work on a rolling 12 month period.

Return to work process.

When returning to work you will be contacted by whoever is conducting your back to work interview.

Your 1st and 2nd absence will concentrate on your wellbeing and health. In addition to this your 3rd, 4th and any subsequent interviews will explore the negative impact your absence has on the wellbeing of our students and the smooth operation of the school.

1 st absence in a 12 month period.	Interview with Line Manager.
2 nd absence in a 12 month period.	Interview with Line Manager.
3 rd absence in a 12 month period.	Interview with Senior Leader, impact on students and smooth operation of the school will be discussed. 0 absence target may be set and monitored.
4 th absence in a 12 month period and any other absences above this threshold.	Interview with Headteacher, impact on students and smooth operation of school will be discussed, as will possibility of introducing formal capability proceedings if improvement in attendance is not secured.) target absence target will be set and monitored.

1.2.3 Monthly Reviews of Sickness Absence

The Human Resources Manager will review absence on a termly basis (6 times a year) in conjunction with senior leaders. The main purpose of the review of absence is to ensure that potential problems are managed objectively and effectively. Examination of termly reports will quickly identify where a long term sickness or problem of recurrent absence exists. Reports will be presented to the Governors Business Resources Committee.

Absences for which the stated reason is ill health may normally be identified as one of the following

- a) Continuous long-term absences resulting from acute illness or injury.
- b) A number of short-term absences resulting from one continuing illness, a chronic illness or injury.
- c) Frequent absences of one or more days for which a variety of reasons are given – possibly these may form a pattern, eg. recurrent Mondays or Fridays, 1 or 2 days off a month etc.
- d) Other patterns of illness, eg. short-term of 2 – 5 days due to different illnesses:
 - Will normally be a question of an individual's capability to work.
 - Will normally be a question of an individual's capability to work.
 - May indicate a conduct problem.
 - May be either a capability or a conduct issue.

If a problem is identified, having considered the details collected at return to work interviews described in Section 1.2.2, it will require further investigation. At this stage, because the use of formal procedures might be necessary, the line manager will first need to discuss the situation with the Headteacher, in conjunction with the Human Resources Manager.

SECTION 2: SHORT-TERM ABSENCE PROCEDURE

In terms of managing the school, intermittent short term absence can cause as many (and sometimes greater) problems as long term absence. It is therefore important that this issue is addressed effectively. In addition to the back to work interview schedule above:

When multiple sickness absences have exceeded a total of 15 days in 12 months referral to Occupational Health will be the normal course of action.

Notwithstanding the above, if cumulative sickness absences exceed 15 days in 12 months a formal meeting will be arranged with the Headteacher and the employee will be informed that their absence level is a problem. Targets for improvement will be set and a written

record of the meeting will be retained on file. A copy of this will sit on file and a copy can be requested by the employee. .

If improvements in the employee's attendance have not been made within the given time period, there may be a problem related to capability to work or conduct. At the discretion of the Headteacher a formal process may be instigated at this time

The procedure for addressing persistent short-term absence is as follows:

2.1 INITIAL ACTION/INFORMAL MEETING

Short term absence which causes concern will be dealt with by the Headteacher at the return to work interview. In some cases, on review of the available evidence, it may be that other than a 0 absence target no further action is necessary at this stage. As this is an informal meeting it will normally be between the Headteacher and the employee only. The Headteacher will inform the employee if no improvement is secured process could be formalised.

If there appears to be an underlying medical condition, consideration should be given to a referral to an Occupational Health Adviser. Any potential disability issues will be covered in this process. One purpose of this referral is to ascertain whether there is an underlying medical condition contributing to the high level of absence and if so, whether the OHA has any advice on action the school could take to support the employee in improving their attendance. If the employee declines the referral, they will be informed that the school will have to make any future decisions about their employment without this specialist advice.

2.2 Reviews after the 4th absence.

Possible outcomes of the meeting will be:

- Attendance has improved to a required standard and target set from previous meeting has been met. However, the Headteacher will continue to monitor the attendance level to ensure satisfactory standards are maintained and the employee will be made aware of this.
- If attendance has not improved sufficiently and previous attendance target has not been met the Headteacher may decide to proceed to a Formal Absence Review meeting. The employee must be given the opportunity of having a representative at this meeting.

The employee should be referred to an Occupational Health Adviser if this has not previously happened.

2.3 FORMAL REVIEW MEETING

Purpose of the formal meeting:

- To consider whether the employee will be able to reach and maintain a satisfactory level of attendance.
- To set targets for improvement. This will be by agreement wherever possible. If agreement with the employee is not possible, the Headteacher will choose targets which s/he considers to be appropriate in the circumstances.
- To consider whether there is any reasonable action the school can take to assist the employee in attaining a satisfactory level of attendance.
- To clarify with the employee that insufficient improvement could ultimately lead to termination of employment. Section 1.2.3-D.

The possibility of redeployment on medical grounds should also be considered.

In considering the above options the Headteacher should refer to the opinion received from the Occupational Health Adviser.

After the meeting a letter should be sent from the Headteacher to the employee outlining what was discussed and the outcome of the meeting. The letter should also contain a further review date, which will vary according to the circumstances (6 weeks after the meeting as a guideline), at which time a further Formal Review Meeting should be held. The employee should be told that insufficient improvement over this period could ultimately lead to dismissal for reasons of 'Capability due to ill-health' or 'Some other substantial reason' (depending on the case).

If after this Formal Review period the Headteacher considers that the only feasible option is to consider the termination of the employee's employment (the Headteacher could decide to have a further Formal Review period) the employee should be informed in writing and a meeting of the appropriate Committee of the Governing Body convened.

2.4 TERMINATION: GOVERNORS' RESPONSIBILITIES

On the basis of the case made Governors will decide what action is to be taken. A decision may be taken to allow further time for improvement or to dismiss the employee. Governors must be satisfied that they have treated the employee reasonably and must give the employee the right to appeal to the Appeals Panel of the Governing Body, if they decide to dismiss.

SECTION 3: LONG-TERM ABSENCE PROCEDURE

The following is intended as general guidance. Each case should be dealt with according to the individual circumstances and discretion will be exercised in respect of the type and severity of illness.

3.1 PRIOR TO 4 WEEKS ABSENCE

If, in the early stage of illness, it seems likely that the employee will be absent for more than 4 weeks and there is no immediate prospect of return, the Headteacher will ask the Human Resources Manager to establish a long-term sickness file relating to that member of staff. Human Resources manager will remain in regular contact with the individual so that:

- a) The employee does not feel isolated.
- b) The Headteacher maintains an accurate picture of the circumstances.

Regular contact by telephone or letter should be considered depending on the circumstances.

3.2 AFTER 4 WEEKS ABSENCE

Where an employee has been absent for a period of 4 weeks, the Headteacher should:

- Establish the state of the employee's health through direct contact and/or reference to the medical certificates. (In some cases, on grounds of sensitivity, it may be appropriate for someone in the school other than the Headteacher to make this contact).
- Consider writing to the employee, the purpose of which is to enquire about the employee's health and to ask them to inform the Headteacher, whether s/he has an indication about when s/he will be fit to return to work.
- The employee can keep in touch with the school via the internet and school calendar on the shared site.
- Consider arranging a meeting with the employee.

3.3 AFTER 6 WEEKS ABSENCE

Consideration should be given as to whether it is appropriate for an appointment with an Occupational Health Adviser.

3.3.1. On receipt of the report from the Occupational Health Adviser

From the information provided in the Occupational Health report the Headteacher should ascertain when and if the employee will be fit to return to work. If the report does not indicate that the employee will be fit to return in the foreseeable future then a review meeting should be arranged with the individual and the Headteacher (or an appropriate senior colleague), and the employee should be advised that they have the right to be accompanied by a trade union representative or workplace colleague. The Headteacher may ask the Human Resources Manager and or a representative from the Schools Personnel Services to attend.

3.3.2. The First Review Meeting

The purpose of this meeting is as follows:

- a) To investigate whether there is any action the Headteacher can take to assist the employee's return to work.
- b) To ascertain if the individual is able to indicate when s/he will be fit to return to work.

Possible outcomes of the meeting with the employee.

- a) The employee is able to indicate a date in the foreseeable future when s/he is fit to return to work (and this is not contradicted by the OHA/GP). In this case the situation should be monitored. If action has been agreed to assist the employee's return this should be arranged.
- b) The employee is unable to indicate a date in the foreseeable future when s/he is fit to return to work.

If the employee is unable to indicate that s/he will be fit to return to work in the foreseeable future the Headteacher should inform the individual that his/her future employment will be reviewed. This review will be made on the basis of the information obtained from the Occupational Health Adviser and at the meeting with the employee. A further review should be arranged (the Second Review meeting). The date of this review will depend on the circumstances, but as a guideline it should be after a period of 4-6 weeks. (At this review date it may be necessary to meet the employee again or it may be possible to make a decision based on the information available, depending on the circumstances).

Following the meeting a letter should be sent to the individual outlining what was discussed. If there is no foreseeable likelihood of a return to work, the letter should also confirm that the employee's employment is being reviewed and ultimately a possible outcome could be termination on the grounds of 'Capability due to ill-health'.

3.3.3 The Second Review Meeting

The possible outcomes of the Second Review meeting will be the same as the First Review meeting. It may be necessary for a further review period or it may be possible to make a decision on the information available. If the employee is unable to indicate a date in the foreseeable future when s/he is fit to return to work, the Headteacher (having reviewed the case) may reach the conclusion that the employee is no longer capable of discharging the terms of their contract of employment and can decide to recommend to Governors termination of employment on the grounds of capability due to ill-health. A hearing of the appropriate Committee of the Governing Body should be convened accordingly.

3.4 TERMINATION: GOVERNORS' RESPONSIBILITIES

- a) On the basis of the case made Governors will decide what action is to be taken. A decision may be taken to allow further time for improvement or to dismiss the employee - in which case they must also give the employee the right to appeal to the Appeals Panel of the Governing Body.
- b) Governors must be satisfied that they have treated the employee reasonably and have not acted with undue haste. When making this judgement governors should balance the needs of the employee with the needs of the school. It is important to take into account the circumstances of the case, for example how long the employee has worked for the school, the nature of the illness and, the likelihood of the employee returning to work within the foreseeable future.

SECTION 4: ABSENCE PREVENTION

A number of good management practices will help reduce the potential for sickness absence and the Headteacher should ensure that such practices are an essential part of the school's activities

A. Job descriptions.

The management of sickness absence as described in this procedure should be added to appropriate job descriptions as an essential part of the job.

B. Checks at recruitment and promotion

To comply with the 2010 Equality Act, questions about applicants' health records are not included on application forms or asked at interview. However, for jobs involving working with children or vulnerable adults, the statutory regulations require employers to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

Therefore job offers are conditional on the potential employee providing satisfactory answers to a medical questionnaire or undergoing a medical examination. Previous

employers may be contacted to obtain sickness absence records following the conditional offer being made.

An individual's sickness absence record will be considered when he or she applies for a higher level post. Care will though be exercised to ensure that the individual is not discriminated against due to a recognised disability.

C. Induction

All new employees will have their responsibilities, as described in this procedure, explained to them, together with details of how the school manages sickness absence.

Starting a new job is always stressful and a significant step for most individuals. Providing a mentor to support new staff for their first term, or longer if required, will help them settle into the school, reduce stress and potential ill health and, importantly, make them effective in their job more quickly.

D. Through departmental meetings and school management meetings the school will review and implement action to maintain a good, safe working environment for all staff.

E. Active consideration will be given to:

- communication
- clear delegation of responsibility
- positive management attitude
- opportunities for staff to discuss problems, issues and concerns openly with senior staff
- good physical working conditions
- job satisfaction (morale and motivation)
- Training around keeping employees safe, Autism, Positive behaviour support.
- Use of documentation to fully inform all staff regarding needs of our students.

F. Headteacher & Governing Body

The Headteacher is ultimately responsible for school leadership and management, assisted in various ways by the delegated leadership and management team and every individual member of staff.

The Headteacher reports termly to the Governing Body on the levels of sickness absence and discusses any issues raised in this procedure where Governing Body support is required.

SECTION 5: ABSENCE MANAGEMENT GUIDANCE SUMMARY

- A. All staff should be made aware of the Absence Management guidance document. If they have any queries they should address them to their line manager who will take them to the senior leadership of the school.
- B. All absence must be reported promptly in line with procedure. No member of staff should pass responsibility for reporting their absence to a colleague except in exceptional circumstances. A reason for absence must be given along with an expected date of return.
- C. On returning to work following absence it is the employee's responsibility to report for a 'return to work interview'. Instances of not reporting for this interview will be fully investigated.
- D. When absent due to sickness for periods beyond 7 days, employees are required to update their line manager every 7 days, unless a different basis is agreed.
- E. Failure to follow correct absence reporting procedures may result in disciplinary action.

5.1 Disability Discrimination Legislation

Employers have responsibilities within the terms of the Equality Act 2010 (which incorporated the Disability Discrimination Act 1995). It is against the law for an employer to treat a person less favourably than someone else because of their disability, unless there is good reason.

The legislation gives rights to people who have had a disability which makes it difficult for them to carry out normal day to day activities. The disability could be physical, sensory or mental. It must be substantial and have a long term effect (that means the disability must last or be expected to last for 12 months). However, conditions which have a slight effect on day to day activities, but are expected to become substantial are covered.

In order to help a disabled person to do the job, Headteachers have to look at what changes they could make to the workplace or to the way the work is done, and make any changes which are reasonable. They can take into account how much the changes would cost and how much they would help when considering what is reasonable. They should also take into account other implications such as any impact on school effectiveness or the education of pupils.

SECTION 6: GUIDELINES FOR LEAVE OF ABSENCE SUMMARY

1. For 'Leave of Absence' both with and without pay a yellow form (see appendix E), available from the green file in the staffroom, should always be completed. An initial verbal agreement should be sought first. Copies of Dentist/hospital appointment notifications should be attached to the Leave of Absence form.

2. As the name suggests, the 'Guidelines for Leave of Absence' are only guidelines (unless covered by statute). All requests will be given careful consideration bearing in mind factors such as the employee's length of service and commitment, the record of previous absences and level of requests for leave of absence. Staff should always make appointments outside working hours if possible.
3. It is important to note that absence for the reasons listed in the guidelines (with pay) is granted up to a total of 3 days in one rolling year. Leave with full pay to cover sickness of a spouse, child, father or mother will be limited to 1 day per incidence included in the maximum of 3 days in any one rolling year - subject to flexibility as emphasised in point 2 above. Staff should keep a record themselves.

This form **MUST** be completed within **1 week** of employees return to work.

Employee Name:	Click here to enter Employees Name.		
Job title:	Learning Support Assistant.		
Number of days lost to absence in the last 12 months:	Number.	Sickness:	Number.
Number of episodes of absence in the last 12 months (including this absence):	Click here to enter episodes of absence.		
How was this absence covered?	By other staff		

First day of this absence:	Click here to enter a date.		
Last day of this absence:	Click here to enter a date.		
Specific reason for this absence:	Click here to enter number of days.		
Number of days / shifts absent:	Click here to enter episodes of absence.		
Was a doctor consulted?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

Managers Name:	Choose Managers name.		
Job Title:	Choose a Job Title.		
Was the correct reporting procedure followed?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to disability?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to an accident or incident at work?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Clearly explained trigger points:	1. 2 absences in 12 month rolling period: back to work interview with Line manager: 2. 3 rd absence in a 12 month rolling period interview with Senior manager: 3. 4 th absence in a 12 month rolling period interview with Headteacher:		<input type="checkbox"/>
General Comment:			

Specific matters discussed at this meeting.		
Support Line Information:	<input type="checkbox"/>	supportline@kent.gov.uk 03000 411411.
Occupational Health Referral:	<input type="checkbox"/>	
Risk Assessments:	<input type="checkbox"/>	
Concerns re frequency of absence:	<input type="checkbox"/>	
Concerns re pattern of absence:	<input type="checkbox"/>	
Further meeting required:	<input type="checkbox"/>	
Absence may be further discussed with HR manager, Senior Leader or Headteacher:	<input type="checkbox"/>	

I understand that to give false information will result in disciplinary action.

Employee's signature: _____ Date: _____

Manager's signature: _____ Date: _____

This form **MUST** be completed within **1 week** of employees return to work.

Employee Name:	Click here to enter Employees Name.		
Job title:	Choose a Job Title.		
Number of days lost to absence in the last 12 months:	Number.	Sickness:	Number.
Number of episodes of absence in the last 12 months (including this absence):	Click here to enter episodes of absence.		
How was this absence covered?	Click here to enter how this absence was covered.		

First day of this absence:	Click here to enter a date.		
Last day of this absence:	Click here to enter a date.		
Specific reason for this absence:	Click here to enter number of days.		
Number of days / shifts absent:	Click here to enter episodes of absence.		
Was a doctor consulted?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

Managers Name:	Choose Managers name.		
Job Title:	Choose a Job Title.		
Was the correct reporting procedure followed?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to disability?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to an accident or incident at work?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Clearly explained trigger points:			<input type="checkbox"/>
4. 3 rd absence in a 12 month rolling period interview with Senior Leader: 5. 4 th absence in a 12 month rolling period interview with Headteacher:			
General Comment:			

Specific matters discussed at this meeting.		
Support Line Information:	<input type="checkbox"/>	Staff Care Services: 03000 411411. supportline@kent.gov.uk
Occupational Health Referral:	<input type="checkbox"/>	
Risk Assessments:	<input type="checkbox"/>	
Concerns re frequency of absence:	<input type="checkbox"/>	
Concerns re pattern of absence:	<input type="checkbox"/>	
Further meeting required:	<input type="checkbox"/>	
Absence will be discussed with HR manager and Headteacher. Further absence may result in formal disciplinary proceedings.	<input type="checkbox"/>	

Zero Target Absence set:	Yes: <input type="checkbox"/>	Date: Click here to enter a date.
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I understand that to give false information will result in disciplinary action.

Employee's signature: _____ Date: _____

Manager's signature: _____ Date: _____

This form **MUST** be completed within **1 week** of employees return to work.

Employee Name:	Click here to enter Employees Name.		
Job title:	Choose a Job Title.		
Number of days lost to absence in the last 12 months:	Number.	Sickness:	Number.
Number of episodes of absence in the last 12 months (including this absence):	Click here to enter episodes of absence.		
How was this absence covered?	Click here to enter how this absence was covered.		

First day of this absence:	Click here to enter a date.		
Last day of this absence:	Click here to enter a date.		
Specific reason for this absence:	Click here to enter reason for the absence.		
Number of days / shifts absent:	Click here to enter number of days absent.		
Was a doctor consulted?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

Headteacher:	Billy Mc Inally.		
Was the correct reporting procedure followed?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to disability?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to an accident or incident at work?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
<u>Clearly explained trigger points:</u> 4 th absence in a 12 month rolling period interview with Headteacher. All other subsequent interviews with Headteacher until full compliance with school policy: maximum of 3 instances within a rolling 12 month period.			<input type="checkbox"/>
General Comment:			

Specific matters discussed at this meeting.		
Support Line Information:	<input type="checkbox"/>	Staff Care Services: 03000 411411. supportline@kent.gov.uk
Occupational Health Referral:	<input type="checkbox"/>	
Risk Assessments:	<input type="checkbox"/>	
Concerns re frequency of absence:	<input type="checkbox"/>	
Concerns re pattern of absence:	<input type="checkbox"/>	
Further meeting required:	<input type="checkbox"/>	
Absence will be further discussed with HR manager or Governors. Further absence may result in formal disciplinary proceedings.	<input type="checkbox"/>	

Zero Target Absence set: <input type="checkbox"/>	Yes: <input type="checkbox"/>	Date: Click here to enter a date.
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I understand that to give false information will result in disciplinary action.

Employee's signature: _____ Date: _____

Headteacher's signature: _____ Date: _____

This form **MUST** be completed within **2 days** of employees return to work.

Employee Name:	Click here to enter Employees Name.		
Job title:	Choose a Job Title.		
Number of days lost to absence in the last 12 months:	Number.	Sickness:	Number.
Number of episodes of absence in the last 12 months (including this absence):	Click here to enter episodes of absence.		
How was this absence covered?	Click here to enter how this absence was covered.		

First day of this absence:	Click here to enter a date.		
Last day of this absence:	Click here to enter a date.		
Specific reason for this absence:	Click here to enter reason for the absence.		
Number of days / shifts absent:	Click here to enter number of days absent.		
Was a doctor consulted?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

Headteacher:	Billy Mc Inally.		
Was the correct reporting procedure followed?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to disability?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Was absence related to an accident or incident at work?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Clearly explained trigger points: 5 th absence in a 12 month rolling period interview with Headteacher and may lead to disciplinary proceedings. All subsequent interviews with Headteacher until full compliance with school policy (maximum of 3 instances within a rolling 12 month period), or dismissal.			<input type="checkbox"/>
General Comment:			
<div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div>			

Specific matters discussed at this meeting.		
Support Line Information:	<input type="checkbox"/>	Staff Care Services: 03000 411411. supportline@kent.gov.uk
Occupational Health Referral:	<input type="checkbox"/>	
Risk Assessments:	<input type="checkbox"/>	
Concerns re frequency of absence:	<input type="checkbox"/>	
Concerns re pattern of absence:	<input type="checkbox"/>	
Further meeting required:	<input type="checkbox"/>	
Absence will be further discussed with HR manager and Governors. Further absence, within set time limits will result in formal disciplinary proceedings and may ultimately result in dismissal .	<input type="checkbox"/>	

Zero Target Absence set:	Yes: <input type="checkbox"/>	Date: Click here to enter a date.
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I understand that to give false information will result in disciplinary action.

Employee's signature: _____ Date: _____

Headteachers's signature: _____ Date: _____

3. I would support this application for leave of absence and would recommend that the member of staff should not receive pay during the period of absence.

4. I would not support this application for leave of absence for the following reason(s):-

I have consulted with the Chairman who on behalf of the School Governing Body concurs with my recommendation.

Signed:

HEAD TEACHER

Date:

WHOLE SCHOOL SPECIAL LEAVE GUIDANCE

This document sets out the categories and provisions that the Governing Body will consider on receipt of applications for special leave. All leave (excluding statutory entitlements) is subject to the exigencies of the service and the discretion of the Governing Body. There is no automatic entitlement to special leave. Governing Bodies may authorise a **maximum of three days** paid leave in a rolling year.

All applications for special leave should be made in advance, wherever possible, and should be addressed to the line manager in the first instance. This must then be authorised by the Headteacher.

DEATHS	Death of a close relative, i.e. parent, wife, husband, child of employee, to arrange affairs/funeral of deceased <i>Up to 2 days Special Leave</i> <i>+ Discretionary leave</i>	paid unpaid
FUNERALS	To attend funeral of close relative, i.e. parent, husband, wife, child, brother or sister, brother/sister-in-law, son or daughter-in-law, parent-in-law, grandparent or another relative <u>if in residence with employee or employee is next of kin</u> <i>1 day Special Leave</i> <i>If the funeral takes place more than ½ a day's journey away leave for an additional 2 days <u>may</u> be granted</i>	Paid unpaid
SERIOUS ILLNESS/ SERIOUS DOMESTIC SITUATIONS	Serious illness of close relative or other dependent of employee to arrange suitable care and attention of the 'patient' and/or other domestic arrangements for the family <i>2 days Special Leave</i>	Paid
MINOR ILLNESS/ MINOR DOMESTIC SITUATIONS <i>+ Hospital Appointments</i>	Minor illness of close relative or other dependent of employee to arrange suitable care and attention of the 'patient' and/or other domestic arrangements for the family <i>1 day Special leave</i>	Paid
WEDDINGS	Weddings of parent, son, daughter, siblings or of a person standing in loco parentis to the employee or to whom the employee stands in that relationship. (Not for employees' own wedding) <i>1 day Special Leave. If the wedding takes place more</i>	paid

	<i>than ½ a day's journey away, unpaid leave for an additional 1 day <u>may</u> be granted</i>	
MOVING DAY	<i>1 day Special Leave per year</i>	Paid
COURT CASE / INQUEST ATTENDANCE (Statutory Provision)	Court cases/inquests attendance as witness - <i>As necessary</i> Where employee is the defendant– <i>As necessary</i>	Paid unpaid
ATTENDANCE OF CLINICS	Attendance of clinics for cancer screening and maternity. Women employees shall be granted time off for the purpose of being screened for cervical or breast cancer and for midwife/hospital appointments during pregnancy	Paid
JURY SERVICE	<i>As necessary</i> (subject to deduction of allowances received)	Paid
ATTENDANCE AT NATIONAL OR COUNCIL MEETINGS	As specified in National Conditions of Service <i>As necessary</i>	Paid
JUSTICES OF THE PEACE	<i>Up to 12 days per year</i>	Paid
SCHOOL GOVERNORS (at other schools)	<i>1 day Special Leave per term</i>	Unpaid
INTERVIEWS	Leave to attend interviews shall be allowed in order to seek another appointment <i>Up to 3 days in a year</i>	Paid
CONSULTATIONS	E.g. For child about to start at new school/college <i>½ day Special Leave</i>	Paid
PARENTAL ATTENDANCE	E.g. Sports Day/School Play/Prize Giving <i>½ day Special Leave, subject to discussion with the line manager and authorisation by the Headteacher.</i>	Unpaid
PARENTAL VISITS TO HIGHER EDUCATIONAL ESTABLISHMENTS	<i>½ day – 1 day Special Leave, dependent upon location, subject to discussion with the line manager and authorisation by the Headteacher.</i>	Paid
PRESENTATION OF DEGREES	Staff shall be allowed paid leave in connection with the presentation to them of degrees. Also staff may be allowed paid leave in connection with the presentation of degrees to their children or partner. <i>1 day</i>	Paid
EXAMINATIONS/ REVISION	In relation to external examinations (academic, professional qualifications)	Paid

	<i>½ day Special Leave per examination plus ½ day Special Leave revision per examination, subject to discussion with the line manager and authorisation by the Headteacher.</i>	
TRAINING WITH HM FORCES/OTHER EMERGENCY ORGANISATIONS	<i>1 to 2 weeks leave as appropriate, subject to proof of requirement to attend</i>	Paid
PATERNITY LEAVE (Statutory Provision)	<i>One or two whole consecutive weeks any time up to 8 weeks (56 days) after the date of birth.</i> Payment as per KCC rules in force at the time.	Paid
SCHOOL CLOSURES	For absences due to emergencies which result in the closure of the school if agreed with the Director of Education. As <i>necessary</i>	Paid
LEAVE OF ABSENCE	For consideration by the Governing Body <i>Maximum 2 months consecutive</i>	Unpaid

If there is a situation that may be serious and ongoing, and which may lead to absences, the employee should immediately discuss the issue with their line manager, who will refer this to the Headteacher.

All staff should note that unpaid absence has a detrimental effect on the running of the school, particularly in the support we offer to students and other members of staff.

Safeguarding, Equality and Equal Opportunities Statement

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school’s service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.