Zest Academy Trust
Managing Attendance Policy

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Introduction

For employees at Waterloo Primary Academy

This policy document, as with all documentation relating to employment matters of the academy, will be applied fairly, with a consistent approach, and in accordance with the Academy's equality commitment. This is a 'non-contractual' policy, which means it's not part of an employee's formal terms and conditions of employment. From time to time, it may be reviewed and amended.

Purpose of Policy

The academy is committed to providing high quality educational provision to all its pupils and high levels of attendance at work are an important element in achieving this aim.

Low levels of attendance can lead to poor morale, general dissatisfaction, and stress amongst employees covering absent colleagues. This may result in a reduced standard of educational provision and additional staffing costs.

The Academy is responsible for the health, safety and wellbeing of its employees. We want to develop a positive culture of attendance. Whilst the Academy does not expect employees to attend work if they are too ill, absence levels need to be managed. The Academy cannot continue to employ individuals who are unable to fulfil their contract of employment in the foreseeable future or those who have a high level of repeated absences.

This is the over-arching policy to manage sickness within the academy. It provides the academy with a fair and supportive mechanism to deal with sickness issues.

The policy is supported by further procedural guidance.

Scope

This policy applies to everyone who is employed by the Academy whether temporary or permanent. This policy excludes agency staff, contractors and external consultants.

Policy Statement

The attendance management policy enables the Academy to effectively manage all sickness absence. The process ensures that each employee is considered on an individual basis in a thoughtful, sensitive and caring manner. A monitoring system is in place to trigger the process and throughout this all relevant information including occupational health reports will be taken into account.

The aims of the policy are to:

- achieve improved attendance levels across the Academy through effective monitoring arrangements;
- develop the role of managers in monitoring and reducing sickness absence levels amongst employees for whom they are responsible;
- provide a structured process for the review and control of sickness absence;
- provide a framework for fair and consistent treatment of all employees and good people management practices; and
- support and encourage employees to maintain good attendance;

The procedures which support this policy, are a means of encouraging improvement in an employee's attendance and not designed solely as a means of imposing sanctions.

In order to achieve a culture of attendance, the board of Academy Council Members, Headteacher, Deputy Headteacher, COO and employees have specific responsibilities. Considerations in deciding the role of the Academy Council, Headteacher, Deputy Headteacher and COO in the process will include:-

- the level of the employee involved in the process
- the level of previous involvement in the process

The Chair of the Governing Body

The Chair of Academy Council will be responsible for initiating and applying this policy where the employee is the Head of School.

The Headteacher

The role of the Headteacher is to:

- to ensure the consistent application of the policy.
- decide which senior manager will be responsible for managing the process up to the stage where a decision may be made about the employee's future employment with the Academy.
- to make the initial decision about the future employment with the Academy

The role of Headteacher and managers is to:

- report all occasions of sickness absence including return to work dates, for those employees they are responsible for.

- treat employees in a fair and consistent manner and adopt a supportive approach when dealing with sickness absence;
- monitor absences of those employees they are responsible for and take appropriate action under this policy;
- ensure that any follow up action and review periods which are agreed during the sickness management process are appropriate and carried out in a timely manner;
- seek advice and guidance, when necessary, from internal resources and external organisations and services;
- be accountable for staff absence within their team, including the completion of paperwork, ensuring that any issues are dealt with appropriately and on time;
- hold return to work interviews with employees after every period of absence irrespective of the length, investigating any underlying cause of absence;
- agree, implement and monitor appropriate support interventions with the employee;
- provide informal support and conduct attendance management meetings when appropriate;
- refer an employee to Occupational Health where appropriate.
- undertake risk assessments, where appropriate.

Role of Employees

The role of employees is to:

- attend work when fit enough to do so and to meet the Academy's expectations in terms of attendance levels;
- when not fit to attend work, to follow the Academy's sickness reporting and certification procedures correctly.
- attend meetings held under this policy and appointments with Occupational Health when appropriate.
- give permission for Occupational Health to have access to their medical records to allow for a full medical review to be undertaken and
- inform their doctor if they are employed in more than one job with the academy.

Review

This policy will be periodically reviewed. Any amendment to it will be notified to relevant employees by the Academy and such advice will inform employees as to the date when any

amendment comes into effect. This may be by means of the Academy's intranet or via use of notice boards.