St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Staff Absence**
Policy Reference:	**SJN074**
Description:	Guidelines for management of staff absence
Status:	Approved by Governing Board
Category:	Non-statutory
Review frequency:	Every two years
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.2** ^{V2}
Other relevant policies:	Disciplinary Procedure
Date for Review:	July 2027

Change Record				
Version Number	**Date Approved**	**Governing Board Minute Reference**	**Description of Amendments**	**Review Date**
1.0	05.12.22	FGB Mins 5.12.22	New federation policy reviewed by PWP and ratified by FGB	Dec 2024
1.1	17.07.23	FGB Mins 17.7.23	Minor amendment on pg 3: addition of last sentence to 'absence other than sickness' section	July 2025
1.2	14.7.25 23.3.26	FGB Mins 14.7.25 FGB Mins 23.3.26	Number items, update format, version number and dates Changed additional leave to pro-rata	July 2027
1.3				
1.4				

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St John and St Nicolas Schools Federation
Staff Absence Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does.
It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1: Purpose
The purpose of the policy is to ensure that staff absence is managed effectively to reduce its impact on the quality of education provided and pupil achievement, whilst providing employees with appropriate support to improve attendance where necessary.

2: Applicability
This procedure applies to all employees at the school whether full-time or part-time, permanent or temporary, with the exception of non-teaching employees who are working within their probationary period, as levels of absence are considered as part of any probationary review.

3: Policy
The governing board is committed to supporting the health, safety and welfare of its employees. The governing board also recognises the benefits of a healthy workforce and values the contribution that its employees make in providing high quality education.
It is recognised that employees may be unable to attend work for legitimate reasons. However, all employee absence has an impact on the school's ability to deliver high quality education to pupils and on the workload of other employees in the federation.

The executive headteacher will ensure that absence is effectively monitored, and that action is taken to tackle absence problems.

The executive headteacher and heads of school will encourage and support employees to maintain good attendance levels, and to improve them where necessary; through good management practice, and use of other appropriate services.

The executive headteacher will ensure that every employee is treated fairly and with respect, and that confidentiality is maintained. Where necessary, reasonable adjustments will be made to enable employees with disabilities to maintain good attendance levels. The governing board will ensure that there is compliance with the Disability Discrimination Act 1995 and the Equality Act 2010.

4: Absence other than sickness

Procedures and allowances for absences other than sickness are detailed below:
Compassionate leave with pay:

(i) Death of partner, son or daughter, father or mother, brother or sister, grandparent: paid leave at the discretion of the governing board and/or executive headteacher (may also apply to in-laws).
(ii) Sickness of relative: up to a maximum of five days leave with pay in any 12 month period in the case of sickness of the relatives referred to in (i) above, at the discretion of the executive headteacher.

Additional leave:

With or without pay up to a maximum of five days (pro-rata) in special circumstances at the discretion of the executive headteacher.

Other cases:

- Interviews: leave with pay
- Funerals: leave with pay
- Attendance at own graduation ceremony or that of son/daughter or partner: leave with pay for one or two days dependent upon location of ceremony
- Accompanying child or dependent relative to medical appointment: leave with pay
- Moving house: up to one day's leave with pay
- Accompanying partner on official engagement: leave without pay
- Magistrate's duty: leave with pay
- Jury service: leave without pay. NB the employee should not however lose pay when taking account of payments made by court. Monies should be made up by school
- Attendance at coroner's court: Leave with pay
- Witness at other courts/defendant at court: leave without pay. Claim should be submitted to court for loss of earnings as appropriate
- Attendance at court associated with pupil at school: leave with pay
- Service in non-regular forces: up to two weeks leave with pay
- Study/examination Leave: at headteacher's discretion
- Elections: leave with pay for employees appointed to assist in any capacity at all elections and referendums
- Governor meetings: leave with pay will be granted to any employee undertaking meetings of a governing board of which they are a member
- Extension of school holidays or holidays during term time: these are not supported. No leave

There will be a maximum of 5 days of paid absence (other than sickness) within a 12 month period.

5: Responsibilities

The overall responsibility for the management of absence within the school rests with the executive headteacher and the governing board are responsible for maintaining and reviewing this policy in line with changing legislation and codes of practice

Line managers are responsible for:

- Reporting staff absence to the headteacher and the school business manager
- Handling absence problems promptly and sensitively
- Monitoring absence and taking steps to reduce identified high absence levels and/or unacceptable absence patterns

Employees are responsible for:

- Attending work regularly in accordance with their contract of employment
- Reporting to their line manager when they are unable to attend work for any reason
- Alerting their manager to any work-related issues that may be contributing to their ill-health and/or absence

6: Failure to comply with Absence Policy

Unauthorised absence, failure to observe the requirements of the staff absence policy, or misuse of the local authority's sick pay scheme will be regarded as possible misconduct and may lead to disciplinary action.

Failure to manage absence problems is likely to impact on the effective delivery of education and affect pupil achievement.