



Staff Absence Reporting Policy

LA POLICY
Review: Every Two Years
Next Review Date: December 2023

Role	Name
Headteacher	Caroline Rodgers
Chair of Governors	Linda Mosley
Designated Governor	
Designated Senior Lead	Caroline Rodgers – Headteacher

In order to ensure the smooth running of our school and to make sure that **all staff** absence causes minimum disruption to our children, **All staff** need to undertake the following procedures when reporting an absence:

1. Please ring the Headteacher before 7.00am at home or on their mobile, on the first day of your absence, so that cover can be organised if required (this may mean asking other staff to work longer in a different Key Stage etc. and they deserve as much notice as possible).
2. If you are going to be absent for a considerable time then it is important to keep school informed so that we can plan ahead wherever possible.
3. Staff who are going to be absent for more days than a self-certification allows (5 working days) will need to obtain a Fit for Work Note which covers all absences from the 6th working day onwards. Ideally, this needs to be obtained in advance of the 5th day. This note will need to be sent to school as soon as possible for recording your absence.
4. On your return to work please report to the Headteacher, who will conduct a short interview to establish if there is any additional support or adjustments you need to carry out your role. The Headteacher will also help you complete the necessary Return to Work paperwork.
5. Any staff member requesting time off during school time for urgent, personal and domestic (UPD) issues (1 day or more) must complete an Urgent Leave of Absence Form on their return and hand to the Headteacher who will be able to assess if the absence will be paid or unpaid leave.

The Headteacher will be responsible for authorising the first 5 days of any UPD claim and any subsequent requests following this will be referred to the Governing Body for them to make the final decision regarding whether the absence will be paid or unpaid.

Each case will be dealt with on an individual basis but decisions will be made consistently throughout school. Staff are advised to read the Authorised Leave of Absence Policy for full details relating to the taking of leave during school time.

6. Any person requesting time off during school time (1 day or more) must write to the governors in advance for approval.
7. Medical and dental appointments should be made, wherever possible, outside of school hours. Unavoidable hospital appointments will be considered by the Headteacher and a Leave of Absence (Medical Appointments) form should be completed prior to the appointment taking place so authorisation from the Headteacher can be obtained. This date will then be entered into the school diary so cover can be organised, where necessary.
8. All staff absence will be reported to the Governors at their termly Full Governing Body meetings so that they can have a clear overview of schools current situation regarding staff sickness and absences.
9. Staff who have significant absence (consisting of sickness and UPD days, but not necessarily continual) will trigger the Absence Monitoring process from Derbyshire County Council and staff could be referred to the Occupational Therapist for support.

