



KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Name of Policy:	Staff Absence and Leave
Date Written:	May 2013
Date Updated:	Sept 2019
Updated By Who:	Headteacher
Policy Originated from:	Kent County Council
Date To Be Reviewed:	March 2021
Policy Approved By:	SLT:
	Staff:
	Governors:

Our Vision Statement:

Kingsnorth...the best days of OUR lives!

Kingsnorth Values Statement

At Kingsnorth we ACHIEVE by...

Aiming high Academically, Spiritually, Socially and Emotionally

Challenging ourselves constantly to improve our learning

Helping each individual reach their potential

Inspiring others and being inspired

Encouraging risk taking

Valuing others and feeling valued

Enriching lives through our Christian Values to become future citizens of the world

Our 5 Key Christian Values are:

Thankfulness, Friendship, Trust, Compassion and Endurance

Statement of Intent

'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish level and the Diocese of Canterbury.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.'

Inclusion and Equal Opportunities

This policy should be read while referencing our school's Single Equality Scheme. All children have equal access to the curriculum regardless of their race, gender, or disability. Our behaviour policy underpins all that we do at Kingsnorth and should be closely linked to our other policies.



The school accepts that from time to time staff employed will be unavailable for work due to sickness or other unavoidable circumstances. We seek to ensure that absence is properly managed and minimises any disruption to the provision of education.

Objectives:

1. To maintain an environment that prevents unnecessary sickness absence.
2. To provide a process for timely action in cases where illness becomes long-term or recurrent.
3. To lay out the responsibilities for individual employees, administration and management to be applied in cases of ill health and absence.

Employee Responsibilities:

- Report absence to the Head of School at home by speaking to her on her home phone and/or on mobile telephones between 7:00 am - 7:15am. If unable to contact Head of School by telephone, ensure that contact is made with the Office Manager at school as soon as possible on the first day of absence. (See attached Appendix 2)
- Notify the office of the expected date of return.
- Email or leave appropriately detailed planning for the supply teacher, including a list of children with particular needs and a timetable of the day.
- Complete a self-certification form (in school office) on return after one to five days' absence.
- Doctor's certificate should be presented if sickness or injury lasts for more than five days.
- Actively seek a "Return to Work" interview with the Head of School on return, **even** after one day
This includes all TA's and Admin Staff.

All other staff: breakfast club staff between 7.00 and 7.15 to the Breakfast club manager. Lunch time supervisors, and cleaning staff, will report directly to their line manager on the school number by 10.00 am and contact the Office Manager.

Class teachers: If you are going to be off school for a second/third consecutive day etc, **please make contact with the school office by 2:00pm each day so we can cover for the next day.** This way we may be able to provide your class with some continuity by booking the same supply teacher. If you **ARE** intending to be back in school the next day, please also contact the office **by 2:00 pm**

Head Teacher/Senior Leadership's Responsibilities:

- Arrange for any necessary cover with school office where appropriate.
- Inform school office and sign appropriate forms.
- Monitor long-term or recurrent ill health and follow up in confidence with employees.
- Report any concerns over staff illness to the Governing Body.
- Provide an appropriate working environment, thus reducing the risk of ill health.
- Carry out Return to Work interviews

Office Responsibilities:

- Notify relevant school staff, payroll, personnel and Head of School.
- Arrange and have authorised with Senior Leadership for cover where appropriate.
- Update individual internal sickness records and submit monthly via SIMs
- Keep certification secure.

Sickness Leave: Notification of illness should be made as early as possible.

SEE appendix 2 for details



*ALL absences, whether it be a day/ days/ a few hours/ half a day should be recorded by the members of staff via self-certification and given to the Head of School Head of School on return to work. Absences of more than 5 days **must** be accompanied by a Doctors Certificate (this includes weekends).*

Reasons for Absence:

- Short-term absence would normally be due to sickness or injury.
- Long-term or recurrent absence would be carefully monitored by the Head Teacher in consultation with the employee. Governors would be kept informed by the Head Teacher.
- Special leave of absence may be granted on compassionate grounds, at the discretion of the Head of School and/or Governors.
- **Staff would not generally be granted special leave without pay during term-time, other than in exceptional circumstances and with the written agreement of the Head Teacher and/or Governors.**

Requests for leave of absence will be considered taking into account:

- the principles of this policy;
- the best interests of the children and the school;
- treating staff in a fair, reasonable and consistent way;
- National and local terms and conditions of employment.

Where the agreements refer to relatives of the first degree, this is taken to mean - husband/wife, civil partner, permanent partner, brother/sister, parent and child or the corresponding relatives-in-law.

Additionally the Governing Body has decided to include grandparents or other relatives/carers who have taken on the main caring role or people who are not related but occupying a similar position in the family, provided they are satisfied in the case.

Dental and medical appointments

It is expected that dental and medical appointments will be made out of school hours wherever possible. It is recognised that in some circumstance, such as an appointment being expected from a hospital, that this may not always be possible. However, appointments in work time should be kept to a minimum and cause as little disruption as possible.

Emergencies involving dependants

All employees have the right to take a reasonable period of unpaid time off during working hours to deal with an emergency involving a dependant. A dependant is defined as a spouse, partner, child or parent, or someone who lives with the employee as part of his/her family, i.e. not someone who lives in the house as an employee, tenant, lodger or boarder. In the case of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.



Appendix 1 – Absence Request Proforma

KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Requests for Absence:

In cases where absence is anticipated in advance, this should be formally agreed by the **Head of School**.

In **all** circumstances, please complete the pro forma below and hand to the Head of School Head for signature at the earliest possible date.

This includes during PPA time, Staff Meeting or Team Meeting time (Directed Time)

Name of Staff Member:			
Role:			
Date/s of expected Absence	Start:	End:	Total No. of Days:
Timings during a school day	Start:		End:
Reason for absence:			
What arrangements need to be made to cover the absence?			
Planning and relevant resources have been/will be left for the cover teacher and shared with year group partner – in ALL cases			
Paid	Unpaid	Signed: <small>(by Head/Head of School)</small>	Dated:



Appendix 2 – Emergency contact details

Phone Calls re: Supply Cover and Absence

As I am charged with the responsibility of arranging cover for people's absence, please be advised of the following:

I would much prefer a phone call before 10.00 pm at night, rather than first thing in the morning!
**If you do need to call in the morning, please make it between 7:00 and 7:15 am on:
01797 362132. Please make sure that you speak to me - keep trying!**

DO NOT leave it to a text message, an answer phone message or an email!

You cannot be guaranteed that I will pick these up and texts often get lost in the 'ether' or get delayed!

If for any reason you cannot get hold of me – **keep trying!**

I usually leave for school between 7:15 – 7:25 and as I am then on the road, it makes it difficult to make necessary arrangements – legally!

If you find I am 'short' on the phone – I apologise in advance! My attention immediately turns to who I can get for cover? Who do we have in for cover already? How will this affect PPA? etc etc

Also – please make sure that you inform your Year group colleague, TA(s) and any students that you may have, of your absence.

Additionally, please phone the school and speak to the Office Manager, as I may not be able to be in school the next day and various people will need to know the situation i.e. where a certain supply teacher needs to be! This includes all TA's and Admin Staff.

All other staff: Breakfast Club staff between 7.00 and 7.15 to the Breakfast Club Manager. Lunch time supervisors, and cleaning staff, will report directly to their line manager on the school number by 10.00 am, who will then advise the Office Manager for absence records.

Teaching Staff (Teachers & TA's): If you are going to be off school for a second/third consecutive day etc, **please make contact with the school office by 2:00pm each day so we can cover for the next day.** This way we may be able to provide your class with some continuity by booking the same supply teacher.

If you **ARE** intending to be back in school the next day, please also contact the office **by 2:00 pm.**

To sum up – following any period of illness, please could all staff (Breakfast Club to Teachers) contact the Head of School Head/Office Manager (option 3), by 2pm to advise of your intention for the following day (ie return to work or still off sick)

My contact details are: 1st HOME: 01797 362132

Mobile: 07912 865146

[Head of School@kingsnorth.kent.sch.uk](mailto:HeadofSchool@kingsnorth.kent.sch.uk)

During School Hours you must phone the school office (option 3).



School: 01233 622673 (option 3)

Appendix 3 - Guidelines for Special Paid/Unpaid Leave

Activity/Occasion	Applies to Teaching Staff	Applies to Support Staff	Paid/Unpaid	Maximum Number of Days in <u>any</u> Academic Year	Notes
Compulsory Court Attendance	Yes	Yes	Claimed from the court. (Difference may be made up by the school.)	All days required	For situations where the member of staff has no option but to attend.
Weddings Family (Mum Dad brother sister son daughter)	Yes	Yes	Paid	1	At heads discretion
Weddings Friends and other Relatives	Yes	Yes	Unpaid	1	At heads discretion
Jury Service	Yes	Yes	You may claim an allowance from the court.	All	Head teachers discretion. We may take up the difference between this and your full salary
Compassionate Leave Death/Serious Illness of close relative, i.e Husband, Wife, Partner, Child, Parent, Sister, Brother, Grandparent, Grandchild or, in special circumstances, of other near relative.	Yes	Yes	Paid	5 days	1 day may also be granted in addition for attendance at the funeral.
Funerals other than above	Yes	Yes	Paid	2 days	
Illness of child	Yes	Yes	Paid (first day only)	To a maximum of 3 days for Separate illnesses.	Alternative childcare arrangements should be made and leave will only granted for the first day when this is not possible.
Child related medical appointments/educational reviews	Yes	Yes	Paid	To a maximum of 3 days.	Appointments should be made to ensure a minimum period of absence. Appointment letters will be required.
Medical appointments for self	Yes	Yes	Paid	Recorded centrally in office	Appointments should be made to ensure a minimum period of absence. Appointment letters will be required
Carer related medical appointments/reviews	Yes	Yes	Paid	To a maximum of 5 days.	Appointments should be made to ensure a minimum period of absence.
Examinations – approved by Head of School for purposes of professional development	Yes	Yes	Paid	All	Approved by Governing Body and Head Teacher.



Examinations – Study Leave relating to approved course	Yes	Yes	Paid	1 day	Approved by Governing Body and Head Teacher
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Appendix 3 - Guidelines for Special Paid/Unpaid Leave - continued

Activity/Occasion	Applies to Teaching Staff	Applies to Support Staff	Paid/Unpaid	Maximum Number of Days in <u>any</u> Academic Year	Notes
Graduation Ceremony, Investiture and similar events - self, spouse, partner or child.	Yes	Yes	Paid	1 day	2nd day for travelling if attendance would otherwise not be possible.
Interviews	Yes	Yes	Paid	Such as is reasonable	Paid leave should only be granted for interviews outside of the Mat/Diocese after one year's service.
Visiting School before applying for post	Yes	Yes	Paid	2 days	If required as part of recruitment process
Maternity Support Leave/Foster Carer Leave/Adoption Leave	Please see separate Mat/Diocese Guidelines				
Paternity Leave	Please see separate Mat/Diocese Guidelines				
Parental Leave	Please see separate Mat/Diocese Guidelines				
Moving House	Yes	Yes	Paid	1 day	
Justice of Peace, Member of Local Authority	Yes	Yes	Discretionary	12 days	
Religious days of obligation	Yes	Yes	Discretionary	Such as is reasonable	
Representing Country in International Sports and Games or similar events of a similar Status as an Amateur.	Yes	Yes	Paid	10 Days	
Aquila School Governor Duties	Yes	Yes	Paid	Such as is reasonable	Approved by Governing Body and Head Teacher
School Governor Duties	Yes	Yes	Unpaid	Such as is reasonable	Approved by Governing Body and Head Teacher
Serious domestic emergency (eg Burglary, Burst Pipes).	Yes	Yes	Paid	2 days over Separate occasions	
Service on Examination Board	Yes	No	Unpaid	10 days Chief Examiner 5 Days Assistant Examiners and Moderators	
Other requests not covered by the above but Head Teacher is satisfied as to the justification of the request.	Yes	Yes	Discretionary	To a maximum of 5 days in any one rolling year	Approved by Governing Body and Head Teacher



Appendix 4 – Informal Return to work Proforma

**Kingsnorth CE Primary School
Self-Certification Absence / Return to Work – ALL Staff**

Please complete Part A and return to Head of School Head within 24 hours of returning to work

PART A – To be completed by employee for all sickness absences			
Name:			
I certify that I was unable to attend work due to sickness between:			
First day of sickness		Last day of sickness	
Return to work date		Number of working days	
Reason for absence:			
Medical certificate attached		YES	NO
Is this absence a result of an accident at work?		YES	NO
If yes, has an accident form been completed?		YES	NO
Is this absence work related? e.g. RSI/eyestrain/stress?		YES	NO

DECLARATION

**I declare that the above information is true and accurate to the best of my knowledge.
I understand that to give false or misleading information may result in disciplinary action.**

Signature of employee:		Date:	
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PART B – To be completed by the Head of School or SLT at the return to work interview			
Does the employee feel fit to return to work?		YES	NO
Is Occupational Health referral required?		YES	NO
Are additional measures required?		YES	NO
Follow-up action or support:			
Signature of Headteacher/SLT:		Date:	

Information collected will be used for absence management and monitoring purposes.

Diary		Sims		My View	
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Appendix 5 – Formal Return to work Proforma

**Kingsnorth CE Primary School
Record of Formal Discussion - Return to Work – ALL Staff**

Please complete Part A and give to Head of School Head at your Return to work meeting

PART A – To be completed by employee for all sickness absences

Name: _____

I certify that I was unable to attend work due to sickness between:

First day of sickness	_____	Last day of sickness	_____
Return to work date	_____	Number of working days	_____

Reason for absence: _____

Medical certificate attached	YES	NO
Is this absence a result of an accident at work?	YES	NO
If yes, has an accident form been completed?	YES	NO
Is this absence work related? e.g. RSI/eyestrain/stress?	YES	NO

DECLARATION

**I declare that the above information is true and accurate to the best of my knowledge.
I understand that to give false or misleading information may result in disciplinary action.**

Signature of employee: _____	Date: _____
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PART B – To be completed by the Head of School or SLT at the return to work interview

Reason for escalation of Action	_____
Previous Action and date/s	_____

Absence over the previous 12 Months

First day of Absence	Last day of Absence	Total no of days	Reason for Absence



<p>Notes of Discussion: (Please continue on a separate sheet if necessary)</p>	<p>Please remember to:</p> <ul style="list-style-type: none"> - State the purpose and importance of the discussion - Identify impact of absence on the children, colleagues, school etc - Focus on required – outcomes - Uncover causes and concerns - Explore resources required
<p>Follow-up action or support: (Agreed Outcome/Action Plan)</p>	<p>Where appropriate:</p> <ul style="list-style-type: none"> - Provide assistance in terms of changes to working arrangements and support - Encourage employee to seek medical advice/specialist assistance

Does the employee feel fit to return to work?	YES	NO
Is Occupational Health referral required?	YES	NO
Are additional measures required?	YES	NO

The notes above represent an accurate record of the discussion			
Signature of Headteacher/SLT:		Date:	
Signature of Employee:		Date:	

Information collected will be used for absence management and monitoring purposes.

Diary		Sims		My View	
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