


Absence Management Policy (Staff)

Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mr C Jones, Business Manager
Last reviewed on:	August 2018
Next review due by:	July 2021 or on receipt of documentation from CWAC

Status

Recommended

Purpose

Whilst being committed to supporting the health and well-being of staff, the school has a responsibility to ensuring the highest standard of education for students, presenting a positive image to parents and discouraging unnecessary or avoidable absence which could affect these standards.

The school is committed to a culture of high attendance to provide quality teaching, learning and support services to pupils.

Who was consulted?

The LA has produced an Absence Management Policy and Procedures, **approved by the LA School Staff Panel in January 2017** which have been adopted by the school.

Relationship to other policies and documents

The policy relates to the Recruitment, Retention and Induction of Staff, Staff Discipline and Capability Policies and Procedures, the Equality Act 2010 (definitions of the act – Appendix 1).

Roles and responsibilities:

The Headteacher will be responsible for ensuring:

- The promotion of health, safety and wellbeing of all employees
- Staff are aware that excellent attendance is expected
- Unnecessary absence is not acceptable but that help and support is available if required
- Staff have access to, and are familiar with, the Absence Management Policy and Procedures and that they are available via the intranet and the staff VLE
- Correct procedures are followed at all times for the management of absence and any subsequent actions required
- Monitoring and control systems are in place for managing staff absence
- Staff have the necessary knowledge and skills to implement the policy and procedures
- The advice of Occupational Health will be sought where appropriate
- Support is in place for staff on their return to work after short or long term periods of ill health and to ensure that a good level of attendance and performance is maintained thereafter
- Where an employee's circumstances are covered by the Equality Act (2010) the school will make reasonable adjustments to help employees carry out their job and are afforded the same opportunities for development as other employees.

All employees are responsible for:

- Ensuring reasonable care is taken of their own health, wellbeing and fitness to attend work
- Ensuring sickness absence reporting procedures are followed if they are unwell

The Business Manager is responsible for:

- Ensuring the policy and procedures are available for all staff
- Managing the absence procedures in school
- Ensuring that any employee whose absence is being managed is provided with a copy of the procedure at the point of entry to the process

- Preparing a staff absence report for governors on a termly basis
- Ensuring the Headteacher is made aware of any changes to procedures as notified by Cheshire West and Chester Council

The Chair of Governors is responsible for:

- The application of procedures within the school

The Governing Body is responsible for:

- Ensuring the policy applies to all employees, whether on permanent or temporary contracts
- Ensuring the procedures are in place
- Ensuring support mechanisms are in place for members of staff who may have problems
- Receiving an absence management report at their termly business meetings
- Governor representatives are involved in dismissal procedures where appropriate

Arrangements for monitoring and evaluation

Updates will be received from Cheshire West and Chester via the Business Manager who will make the Headteacher aware of any changes

The governing body will receive and approve updates as appropriate

Equality Act 2010

In accordance with its Public Sector Equality Duty, the governing body has given due regard to equality considerations in adopting this policy and procedures and is satisfied that its application will not impact adversely on members of staff who have a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010.

Appendix 1

Definition

Equality Act 2010

Equality Act 2010 – defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months.