



# Staff Absence Notification Policy

<b>Version</b>	Version 5.0
<b>Date reviewed:</b>	February 2023
<b>Review date:</b>	February 2024
<b>Approved by Governors:</b>	14 March 2023

## Reporting your absence

It is important that all members of staff understand the requirements as employees of Fairfield School to provide the necessary information to the Senior Leadership Team during any absence from work. Failure to comply with the given policy may result in a delay in securing adequate cover during your absence. This could lead to significant safeguarding issues, stoppages of pay, or in persistent cases, disciplinary action.

The information below sets our arrangements:

- staff absence mobile is **07393 850304** – Please save this number to your phone
- You should ring the staff absence mobile between **8am and 8.30am** to inform us of your absence. Only in exceptional circumstances (where you are incapacitated and unable to talk) should a family member ring on your behalf. If the call is not answered please leave a message indicating your name and number and a member of SLT will ring you back. During the phone call we will discuss the reason for your absence and your expected date of return. If it is not possible to predict the length of absence from the onset it is essential that you ring the staff absence mobile each day by 3pm to provide us with an update.
- If you are absent on a Friday and you intend to return on the Monday, please let the school know on the **Friday by 3pm** on the staff absence mobile.
- Each calendar day counts for sickness notification, whether or not you would normally be at work (including weekends and Bank Holidays). If your absence is predicted to go beyond 7 days, then you will need to send a doctor's certificate into school. If there is a need for a further repeated certificate you will need to inform us in advance of the certificate expiring so appropriate cover can be organised. Otherwise we will expect your return on the day after the date indicated on your initial sick note.
- Your welfare is important to us and if you do not arrive for work as expected, and you have not contacted us to explain your absence, you will be contacted by a member of the Senior Leadership Team to ascertain the situation. This is to ensure we are able to offer support or assistance regarding your absence

## Lateness

If you are going to be late for work this should also be reported to us in advance of your shift start time by calling the staff absence mobile

## Leave of Absence

Requests for leave of absence during term time, due to exceptional circumstances, needs to be completed on the form available from the staffroom. This should then be discussed with your SLT link for them to sign the form and then it should be submitted to the office.

## Emergency Absence

Occasionally it may be necessary for a member of staff to be absent in an emergency, to make arrangement for the care of a partner, child, elderly relative etc. By definition therefore, staff cannot be expected to be able to book an emergency day off in advance, as they are only aware of the emergency on the day.

All 3 types (lateness, leave of absence and emergency absence) is unpaid leave. Only in exceptional circumstances at the discretion of the Headteacher may this be paid leave.

Staff absence can have a huge impact on the quality of teaching and learning, and the operational effectiveness of the school. As such we expect all staff to put measures in place (as far as reasonably practical) to keep the above types of absence to a minimum. As part of Formal Attendance Meetings we will discuss excessive absence as well as sickness absence.

### **Covid Absence**

To inform us that you have tested positive for Covid, please email [stevewalsh@fairfieldschool.uk](mailto:stevewalsh@fairfieldschool.uk) and [johnpage@fairfieldschool.uk](mailto:johnpage@fairfieldschool.uk)

We require you to evidence a positive result. Please email a photo of the positive lateral flow device and also forward the email you received when you reported your result on the website <https://www.gov.uk/report-covid19-result>

The government's advice is that

Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. Advice for under 18s is 3 days.

### **Other Relevant policies**

Fairfield School adopts the Attendance Management Policy provided by Kirklees Council.

This Policy should be read in conjunction with this.