



# **St Andrew's C E Primary Management of Attendance Procedure**

## ***Local Conditions of Service for School Based Employees***

### ***Management of Attendance procedure for school based employees (teaching and non teaching)***

ConnectEd Partnership highly recommend the use of this policy. The policy is considered best HR practice, it has been developed in accordance with current employment law and has been negotiated with all recognised professional associations and HR providers across the City of Wolverhampton.

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*A manager's guide supporting this document is also available*

## Schools Management of Attendance Procedure

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## **Schools Management of Attendance Procedure**

### **1. Policy Statement**

- 1.1 The Governing Board and the employer are committed to adopting policies and procedures to encourage a positive working environment, where a proactive approach to managing the health, safety and welfare of staff will support staff well-being and high levels of attendance.
- 1.2 This Policy and Procedure has been produced to encourage an improvement in the attendance of all teaching and non-teaching staff working in Schools, and aims to ensure that any sickness absence is dealt with in a fair, prompt and supportive manner, with due regard to the Equality Act 2010. Head teachers and Managers should show understanding and exercise discretion towards employees who are absent for reasons of ill-health or injury.
- 1.3 The Teachers' Standards encourage teachers to maintain high standards in their own attendance and punctuality. In addition, The Education (Health Standards) (England) Regulations 2003 require employers to ensure that staff working in Schools have the health and physical capacity to carry out their roles. Employers are responsible for assessing the continued fitness of staff in their employment, and for the suspension or termination of employment on medical grounds, where appropriate.

### **2. Scope**

- 2.1 This Policy and Procedure applies to all teaching and non-teaching staff employed by Schools, and all teaching staff employed centrally.
- 2.2 It is for Head teachers/ Heads of Service to follow this policy when dealing with all sickness absence, both certified and self-certified including work related injuries, and pregnancy and disability related absence.
- 2.3 The three types of absence covered by this procedure:
  - Frequent and intermittent short term
  - Long term absences
  - Long term absences leading to ill health retirement.
- 2.4 Leave of absence for any other non-sickness related absence will be covered under separate procedures. Cases of persistent lateness and unauthorised absence should be dealt with under the relevant Disciplinary Procedure.
- 2.5 Under the Equalities Act, absence attributable to ill health for a pregnancy related reason or In Vitro Fertilisation (IVF) treatment should be recorded separately and not count towards the trigger points for action under the Procedure. Absence arising from ill health as a result of disability should be recorded as such, and relevant reasonable

adjustments made. Professional HR advice should be sought in circumstances where an employee reaches a trigger point due to sickness absence arising as a result of a disability.

- 2.6 Employee's work related injuries will be recorded on sickness absence records and in the appropriate accident/incident record held by the establishment as soon as possible following the incident. Managers should carry out Return to Work Interviews, but such absences should not be recorded against the trigger points.

### **3. Principles**

- 3.1 Head teachers and Heads of Service or their nominee will apply the Procedure. Where the Procedure is to be applied to the Head teacher, it will be applied by a nominated Governor (normally the Chair of Governors) or equivalent, acting with professional HR advice.
- 3.2 All staff absences must be recorded accurately and monitored by Schools using for example, the SIMS Absence Monitoring facility and Agresso for NJC staff, or other appropriate systems.
- 3.3 In respect of a trade union or professional association representative no action will be taken under the formal review stage until the circumstances of the case have been discussed with a senior representative or paid official of the trade union or professional association.
- 3.4 Governors should be aware that their involvement in the early stages of these Procedures is likely to prevent their subsequent involvement should the Headteacher decide that formal proceedings are necessary.

### **4. School Responsibilities**

- 4.1 Schools should make every effort to support staff in their recovery and to return to work. The need of the individual absence due to sickness must be balanced against the needs of the School and the pupils.
- 4.2 It is the responsibility of the School to ensure that all employees are aware of the Management of Attendance Procedure, the attendance standards required of them and the consequences of not meeting them. In particular, Schools should ensure that they adopt fair, consistent and objective procedures for managing staff sickness absence, and that:
- the procedures are implemented equitably and consistently across the School
  - the staff responsible understand the Management of Attendance Procedure, adhere to it and apply it correctly
  - sickness absence levels are accurately recorded
  - they are aware of the duration and reasons for individual employee absence
  - they are aware of the sickness absence levels of their staff
  - they work to reduce both the incidence and duration of sickness absence
  - they comply with the reporting and recording arrangements for payroll purposes
  - Return to Work Interviews take place after every occasion of sickness absence
  - early and appropriate action is taken where the employee reaches a trigger point
  - Absence Monitoring Review Meetings are held with their employees

- that with the employee's consent, advice is sought from medical practitioners as appropriate, which may include referring the employee to Occupational Health
- that they document actions taken under the Procedure
- that sensitive employee data relating to health and absence is processed in accordance with the requirements of the Data Protection Act 1998, and the Information Commissioner's Office Employment Practices Code
- they act with due regard to the Equality Act 2010 and the duty to make reasonable adjustments where this arises

## **5. Employee Responsibilities**

5.1 Employees have a contractual responsibility to attend work when fit to do so. Employees should familiarise themselves with the Attendance Management Procedure, the standards required of them and the consequences of not meeting them. In particular employees are expected to:

- follow the Schools procedure for reporting and certifying a period of sickness absence (failure to report or certify sickness absence may result in an employee being absent without leave. Where required, unauthorised absence/failure to report sickness will be dealt with in accordance with the Schools Disciplinary Procedure)
- return to work as soon as possible following a period of ill health
- co-operate fully with the Manager/Head teacher/Head of Service and the Occupational Health services provided by the School.
- Take all reasonable steps to attend any meeting or visit to which they are invited. (Where an employee indicates that they cannot attend a meeting or participate in a visit for medical reasons (and this is supported by medical evidence) they will be provided with options to facilitate their participation. If an employee does not indicate which of the options they wish to choose, the meeting will take place in their absence with the outcome confirmed in writing).

5.2 Failure by employees to co-operate with the Attendance Management Procedure will not prevent the process from continuing to its conclusion, decisions will be made on the basis of the information available.

## **6. Equal Opportunities Policy**

6.1 The School and Local Authority recognise that the Equality Act 2010 covers the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

6.2 Under the Equality Act 2010 it is unlawful to discriminate against a disabled person for reasons related to their disability. Disability covers both physical and mental impairments that have a substantial and long term effect (i.e. has lasted or is expected to last for at least 12 months) on the person's ability to carry out normal day to day activities.

6.3 Progressive conditions, such as HIV, cancer and multiple sclerosis, are considered a disability immediately from the point of diagnosis and do not need to last for a year. However addictions to non-prescribed substances are specifically excluded.

- 6.4 Where an employee meets the definition of a disabled person under the Equality Act employers are required to make reasonable adjustments to any elements of the job which place a disabled person at a substantial disadvantage compared to non-disabled people. Employers are only required to make adjustments that are reasonable. Factors such as the cost and practicability of making an adjustment and the resources available to the employer may be relevant in deciding what is reasonable. Further information can be found within the Manager's Guide.

## **Procedure**

### **7. Introduction**

- 7.1 This Procedure aims to ensure that any sickness absence is dealt with in a fair, prompt and supportive manner. Head teachers and Managers should show understanding and exercise discretion towards employees who are absent for reasons of ill-health or injury. Guidance on infection control and recommended periods of absence can be found in the Public Health England Guidance on Infection Control in Schools and other Childcare Settings document at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522337/Guidance\\_on\\_infection\\_control\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf)  
A flow chart of the Attendance Management Procedure is attached at Appendix A.

### **8. Reporting Absence**

- 8.1 Employees who are absent because of sickness must notify the School at the beginning of the first day of the absence, other than in exceptional circumstances.
- 8.2 The designated person in the School should be notified as soon as the employee becomes aware of their absence, but no later than 30 minutes before the employee's normal start time, in order to allow the School to make necessary cover arrangements. All information provided will be treated in strictest confidence. In cases of a serious illness incapacitating the employee, a third party may contact the School on behalf of the employee. The employee, or the person who is calling on their behalf, should supply the following information:
- the reason for the absence
  - the expected date of return, as soon as this is known
- 8.3 The employee may also provide the designated person with other information that might assist the School in making arrangements to minimise the impact of the absence. It may also be appropriate to make arrangements for material held by the employee, such as children's work, to be returned to the School.
- 8.4 The designated people at St Andrew's C E Primary School are L Thompson (Headteacher) or Mrs M Cox (School Business Manager) who can be contacted on 01902 558522

8.5 If the employee is not able to return on the date that has been notified the School should be informed as soon as this is known. Where absence continues for four calendar days, the employee should make further contact with the designated person on the fourth calendar day.

8.6 Any short-term absences due to sickness, which continue for fewer than eight calendar days, must be supported by the completion of a self-certification form available from the School Office.

8.7 Where it is known that the employee will be absent for a period longer than a week, the School should seek to agree reasonable and appropriate contact arrangements with them, or make the employee aware of the further absence reporting (further information can be found in section 5 of the Manager's Guide).

8.8 If an employee becomes fit for work during annual leave they must inform their employer.

## 9. Sickness Absence Levels

Head teachers/ Heads of Service need a trigger which can alert them about the frequency of absence, allow a review of the employee's absence record and also to decide when further appropriate action may be needed. For consistency, the following trigger points will be used for the levels of absence covered by this procedure:

### Absence Triggers

- ten working days absence\* (including single days) over a rolling 12 month period;  
or
- three or more periods of absence (including single days) over a rolling 12month period;  
or
- one absence of four consecutive weeks or more in a rolling 12 month period;  
or
- unacceptable pattern of absence. This may include, but is not limited to, frequently calling in sick on certain days, for example, Mondays or Fridays or on days refused for time off.

**\*This trigger point applies to an employee working on 5 days of the week out of 7 Monday to Sunday, whether they are contracted to work full year or term time. To provide consistency and fairness for employees who work less than 5 days per week, triggers will be applied on a pro-rotas basis as outlined in the table below.**

Number of days worked in a week	1	2	3	4
Number of days to trigger	2	4	6	8

## **Long term absences which may lead to ill health retirement:**

- Certificated absence which indicates that the employee's health may not recover sufficiently to enable them to return to working

## **10. Monitoring Frequent Short Term and Long Term Absence**

- 10.1 It is important that the Governing Board/Employer has a process which alerts them if an employee is having frequent sickness absences or is absent long term. This will enable the Manager to examine the absence record and decide whether any further action may be needed. It will also enable the School to manage sickness absence on a fair and consistent basis.
- 10.2 Whenever the sickness absence trigger points (section 9) are reached or exceeded, the Head teacher/ Head of Service, or their nominee, should check the accuracy of the sickness absence record and investigate promptly. Advice should be sought from a HR Professional prior to initiating the Absence Monitoring Review Meeting. Should it be decided that further action is appropriate; an Absence Monitoring Review Meeting with the employee should be arranged. (see section 13).
- 10.3 The School with advice from HR will take a holistic approach to the management of any disability related absence and the assessment of any reasonable adjustments to be put in place.

## **11. Self-Certification and Fit Notes**

- 11.1 An employee will be expected to complete a self-certification form when they return to work after absence of up to 7 calendar days. The completed form needs to be retained by the employer. If an employee's absence extends beyond seven calendar days, a G.P 'Statement of Fitness for Work' also known as a 'fit note' must be provided to the employer.
- 11.2 The fit note will state whether the employee is either 'not fit for work' or 'may be fit for work'. If the fit note states 'may be fit for work', an employer should discuss any proposed changes that might help the employee return to work e.g. different hours or tasks. The employee must be treated as 'not fit for work' if, with due regard to the Equality Act 2010, there's no agreement on these changes. Fit notes should be submitted directly to the employer at the earliest opportunity to ensure that pay is calculated correctly. The School may take a copy of the fit note for their records and should return the original to the employee.
- 11.3 If the employee's G.P thinks that they are fit for work, they will not issue a further fit note to confirm this.
- 11.4 Where an employee works during term time but is experiencing a continuous period of ill health which resulted in their absence from work prior to a School closure period, the employee must continue to provide fit notes to cover the period of time



during the closure period, in which they would not have been fit to attend work if required.

- 11.5 Where an employee has been referred to the Government run Fit for Work Service (section 17), the Return to Work Plan provided may be used in place of a fit note to certify the relevant period of absence.

## **12. Return to Work**

- 12.1 On their return to work employees must complete a self-certification form. A Return to Work Interview should take place on the employee's first day back at work or within four days of their return where this has not been practicable. The Return to Work Interview is an opportunity to welcome the employee back to work and to consider:

- Any information about work problems or health including any medical advice and reports received
- The employee's view of their condition
- The impact of the employee's absence on service delivery and colleagues
- Expectations regarding future attendance
- Referral to Occupational Health, if appropriate and not already completed
- Supportive actions e.g. phased return to working, if appropriate

- 12.2 Notes of the meeting should be recorded on the Confidential Record of Return to Work Form (Appendix B), and Managers are required to provide a copy to the employee and a file copy to the School Office.

- 12.3 Employees may return to work before the expiry of their fit note without the need to go back to their G.P, even if the fit note states that the G.P needs to assess the employee again.

- 12.4 Where an employee wishes to return to work prior to the expiry of their fit note, if required the School should undertake a suitable risk assessment to ensure they are satisfied that it is safe for the employee to return. If the School has any concerns with regard to the employee returning early they should seek professional HR advice.

## **13. Absence Monitoring Review Meetings**

- 13.1 Where it is determined that an Absence Monitoring Review Meeting should be arranged, the employee will be invited to the meeting and at least five working days' notice will be given. The employee has the right to be accompanied at the meeting by a work colleague or a trade union official, or a trade union representative who has been certified by their union as being competent.

13.2 The purpose of the meeting with the employee is to:

- discuss the cause(s) of the absence(s)
- confirm the details recorded against the sickness records
- discuss the problem and possible reasons and/or solutions and support
- consider the strategies or actions to help improve attendance with due regard to the Equality Act 2010
- inform the employee that absences will continue to be monitored in line with the policy on trigger points (section 9)
- discuss a possible referral to the School's Occupational Health provider (see section 15)
- reinforce the Schools' expectations regarding attendance levels with targets set for improvement
- set a date to review progress
- advise of the possible consequences of insufficient improvements
- where required discuss arrangements for Formal Hearing

13.3 A record of all Absence Monitoring Review Meetings must be made and retained on the employee's file, the employee must be provided with a copy along with a letter to confirm the outcomes of the meeting. An example format to record the meeting is provided at Appendix C.

13.4 In cases where Absence Monitoring Review Meetings have been set and the employee has been notified, should further absences occur after the notification and prior to the meeting, these absences will count towards and be considered at the next monitoring period.

13.5 In cases where trigger points (section 9) are reached within a rolling twelve month period and **two** or **more** Absence Monitoring Review Meetings, including long term sickness, have already taken place, the Head teacher/ Manager may instigate a referral to Formal Hearing. Before a referral is made the School will explore whether the employee may be eligible for ill health retirement.

13.6 In the case of long term absence, cases may be referred where two or more welfare visits have taken place, and the employee may be unable to return to work or to sustain their attendance at work in the foreseeable future. The employee must also have been notified in writing following the most recent welfare visit that their employment will be at risk if they are unable to meet the attendance standards required.

13.7 If the trigger points (section 9) are reached again, the action taken under section 13.1 should be repeated

## 14. Long Term Sickness

- 14.1 A sickness absence will be considered to be long term if an employee has been absent consecutively for four weeks . If an absence has lasted for four consecutive weeks and there is no likelihood of an early return to work, a welfare visit should be offered, unless special circumstances indicate that an earlier visit should be arranged.
- 14.2 Home visits will be pre-arranged with the employee and can take place at their home or an alternative neutral venue may be suggested. The employee has the right to be accompanied by a work colleague or a trade union official, or a trade union representative who has been certified by their union as being competent.
- 14.3 If appropriate and requested by the School, a HR professional will arrange and carry out the welfare visit in-conjunction with the School. It may be necessary for more than one visit to take place during the assessment of the situation, and the School will seek professional HR advice in undertaking such welfare visits, particularly if the absence is linked to work-related issues.
- 14.4 During the visit the employee may be invited to discuss the following:
- the cause of the absence and relevant details of the diagnosed illness
  - how long the absence is likely to last
  - any other factors at work or at home which might be contributing to the absence
  - any suggestions that could be considered in order to help the employee return to work with due regard to the Equality Act 2010
  - the School will provide information on the employee's rights, Occupational Health services, counselling services and any reasonable adjustments that can be made e.g. reduced hours and workload, a reallocation of work and adjusting performance targets
  - appropriate communication methods and intervals may be agreed, including arrangements for keeping the employee in touch with what is happening at work
  - how absence from work may affect the employee financially in terms of statutory and occupational sick pay
  - possible outcomes if the employee is unable to return to work (e.g. mutually agreed transfer to reduced employment or stepping down of responsibilities, retirement through ill health, voluntary resignation, termination of employment etc)
  - set a date to review progress and where required discuss arrangements for a Formal Hearing

- 14.5 Following the meeting the Head teacher/ Manager should issue the employee with a letter to confirm the outcomes of the meeting

## **15. Medical Referral to Occupational Health**

- 15.1 The purpose of the Occupational Health referral is to obtain a report on the employee's medical condition, any potential reasonable adjustments that can be made, their ability to undertake a full range of duties and an indication of the possible duration of their absence. An employee does not need to be absent from work to be referred to Occupational Health.
- 15.2 Where there is any doubt as to whether an employee should be referred, HR advice should be sought. In general, cases should be referred where:
- The reason for the employee's ill health indicates that early intervention may assist them, for example where they are experiencing stress or depression
  - substantial amounts of sickness absence have occurred during the last twelve months. Substantial means more than four weeks sickness absence
  - there is reasonable doubt as to the employee's medical fitness to perform their duties of employment, including situations where the G.P.'s fit note recommends reasonable adjustments which the school may be unable to accommodate
  - the employee wishes to be considered for early retirement on the grounds of ill health
- 15.3 Consent is to be obtained from the employee prior to any referral being made. The purposes of the proposed referral should be explained and the employee should be given an opportunity to express any view he/she may have and provide any additional information which may be helpful in assessing the situation. For example, the employee's G.P may have given advice which may need to be taken into account.
- 15.4 Care should be taken to ensure that employees on long term sickness with chronic conditions are tactfully advised of the need to review the situation and the various options which may arise after receipt of their Occupational Health Medical report.
- 15.5 Employees may also be requested to give consent for Occupational Health to access to their relevant medical records. If consent is given Occupational Health will request the relevant records and will advise the School on the basis of any information they receive. The School will not have access to the medical records.
- 15.6 Should any employee refuse to give their consent for an Occupational Health referral to be made or for Occupational Health to access their relevant medical records, the School will obtain professional HR advice on the action to be taken.
- 15.7 Advice on completing Occupational Health referrals can be found in the Manager's Guide in respect of Managing Attendance Within the Workplace. Information of

assistance should be included with the referral, any particular features of the job should be highlighted and a job description attached where available.

## **16. Consideration of Occupational Health Report**

- 16.1 The role of Occupational Health is to investigate and report to the employer on all cases referred to them. Normally this will involve interviewing/examining the employee, and as indicated above, it may include seeking consent to obtain a report on the employees' medical history from their G.P, and where appropriate their Consultant/Specialist.
- 16.2 A confidential report outlining the employees' medical condition will be sent by Occupational Health to the School. This report may also advise on a various actions to be taken in the light of the circumstances in respect of the employee's health.
- 16.3 On receipt of the Occupational Health report the School should meet with the employee to discuss any recommendations in the report and to ascertain the employees' views or concerns. This discussion may take place at a Return to Work Meeting, an Absence Monitoring Review or an informal discussion mutually agreed between the School and the employee.
- 16.4 These recommendations must be considered by the School who will assess whether they can be accommodated, with due regard to the Equality Act 2010, and on the basis of factors such as the needs of the School, the resources that may be required to implement the recommendations and any advice from other sources.
- 16.5 Recommendations may include a temporary reduction in the hours of work (a phased return not normally exceeding 4 weeks), limited duties / responsibilities, the provision of specialist equipment, a relevant risk assessment or additional support and training; this list is not exhaustive. If the School is unclear as to whether it may be able to accommodate the recommendations it will seek professional HR advice.
- 16.6 In the event that the employee cannot carry out the duties of their existing post, the employee should be asked if they wish to be considered for alternative employment and, if so, all posts which are available should be brought to their attention even if it involves loss of pay or status. It is for the employee to decide whether they wish to be considered for any available jobs. There is no obligation for an employer to create a job where none are available.

## **17. Referral to Formal Hearing**

- 17.1 Before a case is referred to a Formal Hearing the School will explore whether the employee may be eligible for ill health retirement. There is no automatic entitlement to be dismissed on the grounds of permanent ill health.
- 17.2 Cases may be referred to a formal hearing where the trigger points (section 9) are reached within a rolling twelve month period and **two** or **more** Absence Review

Meetings, including long term sickness have already taken place. The employee must also have been notified in writing following the most recent Absence Review Meeting, that their employment will be at risk if they are unable to meet the attendance standards required.

- 17.3 The employee will be invited to the Hearing; at least five working days' notice will be given along with copies of documents to be referred to at the Hearing. The employee will be informed of their right to be accompanied by a work colleague or a trade union official, or a trade union representative who has been certified by their union as being competent. The employee will also be informed of their right to call relevant witnesses to the Hearing.
- 17.4 Where the Head teacher has attended Absence Monitoring Review Meetings or welfare visits, the Formal Hearing will take place before a Panel consisting of three members of the Governing Board. The Panel may be accompanied by a HR professional. In maintained schools where the employee concerned is a teacher, the School is required to invite the attendance of the Local Authority, to allow it to exercise its statutory advisory rights.
- 17.5 Where the Head teacher has not attended the Absence Monitoring Review Meetings or welfare visits, and the Governing Board has delegated power of dismissal to the Head teacher, the Head teacher may Chair the Hearing. The Head teacher may be accompanied by a HR professional. In maintained schools where the employee concerned is a teacher, the School is required to invite the attendance of the Local Authority, to allow it to exercise its statutory advisory rights.
- 17.6 The person who has been responsible for managing the employee's absence will attend the Hearing to present the School's case. They may be accompanied by HR professional and may call relevant witnesses.
- 17.7 The Hearing will take place in accordance with Appendix D, and the purpose of the Hearing will be for the Panel or Head teacher to consider all of the circumstances in respect of the employee's health and absence including:
- Any medical advice and reports received.
  - The adjustments and support that the School have considered in order to help the employee to return to work and to sustain their attendance, including whether alternative employment and ill health retirement have been explored.
  - The impact of the employee's absence on service delivery and colleagues, and whether the School can continue to sustain the impact.
  - Whether the Management of Attendance Management Policy and Procedure have been followed and applied fairly.
- 17.8 The employee and their representative will have the opportunity to respond to the School's case and to present any relevant information that they wish to.
- 17.9 The Panel or the Head teacher may determine one of the following outcomes:

- That the Formal Hearing will be adjourned and a further attendance review and monitoring period will be set. In the event that the employee is unable to meet the attendance requirements set, the Hearing will be re-convened.
- That an adjournment is required to seek further information or advice, following which the Hearing will be reconvened.
- That the employee's employment will be terminated on the grounds of ill health. Termination will be with statutory or contractual notice, whichever is the greater. Notice may be paid in lieu.

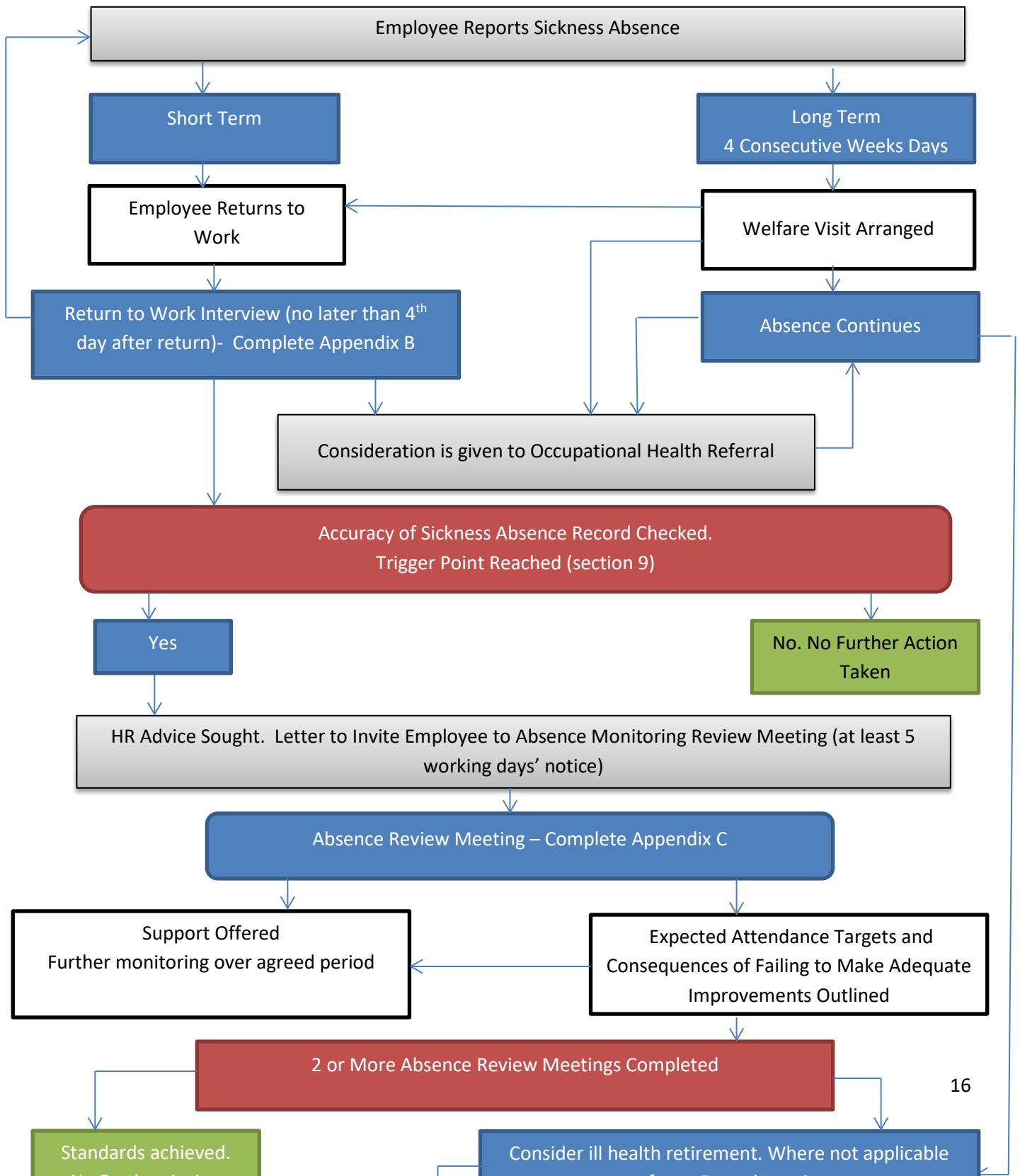
17.10 The decision of the Panel or Head teacher and the reasons for it shall be communicated in writing to the employee.

## **18 Right of Appeal**

- 18.1 If an employee feels that a decision to dismiss them, or other action taken against them at the Formal Hearing, is wrong or unjust, they may appeal in writing against the decision within 10 working days of the decision, setting out at the same time the grounds for appeal.
- 18.2 An Appeal Committee shall normally hear the matter not more than 5 weeks after receipt of an appeal letter. Appeals will be heard in accordance with Appendix E.
- 18.3 The decision of the Appeal Committee and the reasons for it shall be communicated in writing to the employee. The decision of the Appeal Committee will be final.

## Management of Attendance Procedure

## Appendix A





**Confidential Record of Return to Work Meeting**

<b>Date</b>	
<b>Employee Name</b>	
<b>Payroll Number</b>	
<b>Managers Name</b>	
<b>First Day of Absence</b>	
<b>Last day of Absence</b>	
<b>Total Number of Working Days</b>	
<b>Reason Given for Absence</b>	

<b>Areas Covered During Meeting- Note key points</b>
<b>Welcome back and update</b>
<b>Any information about work problems or health including any medical advice and reports received</b>
<b>Employee's view of their condition</b>
<b>The impact of the employee's absence on service delivery and colleagues</b>
<b>Expectations regarding future attendance</b>
<b>Completion of self-certification form</b>

<p><b>Referred to Occupational Health, if appropriate</b></p>
<p><b>Supportive actions / reasonable adjustments e.g. phased return to working if appropriate</b></p>

**Accuracy of Sickness Absence Record Checked: Yes/No**

**Trigger Point Reached: Yes/No**

**Signed** ..... **Date** .....  
 (employee)

**Signed** ..... **Date:**.....  
 (Manager)

**ON COMPLETION A COPY OF THIS DOCUMENT IS TO BE PROVIDED TO THE EMPLOYEE**

**Example Confidential Record of Absence Monitoring Review Meeting / Visit**

<b>Date</b>	
<b>Employee Name</b>	
<b>Payroll Number</b>	
<b>Managers Name</b>	
<b>Union Representative Name</b>	
<b>HR Support Name</b>	
<b>First / Second etc Review meeting?</b>	

<b>Areas Covered During Meeting- Note key points</b>
<b>Reason for meeting – Absence record and trigger point met</b>
<b>Have absence reporting and certification requirements been met?</b>
<b>How feeling now?</b>
<b>Any information about work problems or health including any medical advice and reports received</b>
<b>Employee's view of their condition</b>
<b>Agreed Support – With due regard to the Equality Act 2010</b>
<b>On-going Support From Manager</b>

<b>Referral to Occupational Health For:</b>  <div> <b>Medical Assessment</b>  <b>Counselling</b>  <b>Physiotherapy</b>  <b>Work Place Assessment</b> </div>
<b>Reasonable Adjustments</b> (Please give details of reasonable adjustments:
<b>Stress Risk Assessment?</b>
<b>Workplace Activity Assessment?</b>
<b>Phased Return to Work</b> (please give details of Phased Return to Work)
<b>Seek Permanent Redeployment?</b>
<b>Consider Ill Health Retirement?</b>
<b>Other Agreed Support</b> (Please give details of other agreed support)
<b>The impact of the employee's absence on service delivery and colleagues</b>
<b>Expectations regarding future attendance and monitoring and review arrangements</b>
<b>Where applicable – arrangements for a Formal Hearing</b>

**Any additional information or comments**

**Signed** .....

(employee)

**Date** .....

**Signed** .....

**Date:**..... (Manager)

N.B. the outcome must be communicated to the employee in writing

**ON COMPLETION A COPY OF THIS DOCUMENT IS TO BE PROVIDED TO THE EMPLOYEE  
WITH A LETTER**

## Procedure to be followed at a Formal Hearing

1. Introductions and housekeeping
2. Chair to explain the purpose of the Hearing, the format for the Hearing and the potential outcomes.
3. Any person present may request an adjournment.
4. The person who has been responsible for managing the employee's absence will be invited to present the School's case and to call any witnesses. The Manager may be accompanied by a HR professional.
5. The employee and their representative may ask questions of the Manager and any witnesses they may call.
6. The Head teacher / Panel, their Adviser and the representative of the Local Authority may ask questions of the Manager and any witnesses they may call.
7. The employee and their representative will be invited to present the employee's case and to call any witnesses.
8. The Manager and any HR professional accompanying them may ask questions of the employee and any witnesses they may call.
9. The Head teacher / Panel, their Adviser and the representative of the Local Authority may ask questions of the employee and any witnesses they may call.
10. The Manager will be invited to make a concluding statement.
11. The employee and their representative will be invited to make a concluding statement.
12. The Hearing will adjourn and all parties will withdraw with the exception of the Head teacher / Panel, their Adviser and the representative of the Local Authority. (*where the Head teacher is chairing the Hearing*)
13. Where it is possible for a decision to be made within a reasonable timescale, the Hearing will be reconvened and the decision communicated to the employee along with their right to appeal. The decision will be confirmed in writing within ten working days of the Hearing taking place. Where a longer period of time is required to make a decision, the Hearing will close and the outcome will be communicated to the employee within five working days.
14. The employee will have the right to appeal against any decision taken at a Attendance Formal Hearing.

### Procedure to be followed at an Appeals Hearing

1. Introductions and housekeeping
2. Chair to explain the purpose of the Hearing, the format for the Hearing and the potential outcomes.
3. Any person present may request an adjournment.
4. The employee and their representative will be invited to present the employee's grounds for appeal.
5. The Chair of the Formal Hearing and any HR professional accompanying them may ask questions of the employee.
6. The Panel their Adviser and the representative of the Local Authority may ask questions of the employee.
7. The Chair of the Formal Hearing will respond to the employee's appeal.
8. The employee and their representative may ask questions of the Chair of the Formal Hearing.
9. The Panel their Adviser and the representative of the Local Authority may ask questions of the Chair of the Formal Hearing.
10. The Chair of the Formal Hearing will be invited to make a concluding statement.
11. The employee and their representative will be invited to make a concluding statement.
12. The Hearing will adjourn and all parties will withdraw with the exception of the Panel, their Adviser and the representative of the Local Authority.
13. Where it is possible for a decision to be made within a reasonable timescale, the Appeal Hearing will be reconvened and the decision communicated to the employee. The decision will be confirmed in writing within ten working days of the hearing taking place. Where a longer period of time is required to make a decision, the Appeal Hearing will close and the outcome will be communicated to the employee within five working days.
14. The decision of the Appeal Panel is final and there will be no further right to appeal.