

Ysgol Dyffryn School



Maximising Attendance Policy 2016



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1. POLICY STATEMENT

- 1.1 The School is committed to reducing absence and managing sickness absence firmly but fairly. The aim of this Policy is to maximise attendance of staff in schools. This policy explains the roles and responsibilities of all involved in maximising attendance.
- 1.2 The accompanying Maximising Attendance of Staff in Schools Procedure ([Maximising Attendance of Staff in Schools](#)) explains what procedures should be followed by employees and managers when absence occurs.
- 1.3 This Policy (and accompanying Procedure) has been developed, written and agreed by a Review Team comprising Headteachers, Bursars, Trade Union and Human Resources representatives, using Systems Thinking principles. The Policy (and accompanying Procedure) has been introduced on a phased basis - as a series of pilot schemes - across a number of schools from February 2012 onwards. This Policy (and accompanying Procedure) will, therefore, be regularly reviewed and amended to reflect the outcome of the lessons learned and experience gained from the pilot schemes.
- 1.4 It has been prepared in accordance with the principles of all relevant legislation and may be updated in response to legislative change.

2. EMPLOYEES COVERED BY THIS POLICY

This Policy applies to all School employees.

3. ACCESSIBILITY

A copy of this Policy will be made available to employees via the Intranet and/or from managers.

4. LINKS WITH OTHER POLICIES/STRATEGIES/DOCUMENTS

[Medical Redeployment Policy](#)
[Probationary Policy](#)
[Rehabilitation Scheme](#)
[Work Life Balance](#)
[Suspension of Occupational Sick Pay](#)
[Burgundy Book](#)
[Disciplinary Policy](#)
[Capability Policy](#)

5. PROCEDURE

The procedure itself can be accessed here, [Maximising Attendance of Staff in Schools](#).

6. ROLES AND RESPONSIBILITIES

6.1 Employee

Regular, punctual attendance is an implied term in every employee's contract – each employee must take responsibility for achieving and maintaining good attendance.

Employees are therefore expected to:

- attend work regularly;
- inform the School (via the correct school process) when illness affects their ability to fulfil their duties and responsibilities;
- liaise with the manager/Occupational Health Unit (including attending all appointments) to identify reasonable adjustments where this may assist in improving their attendance;
- give reasonable consideration to any supportive measures offered by the manager/OHU;
- return to work when able to do so, including co-operating with the manager/OHU to enable an early return to work;
- take all reasonable steps to maintain a satisfactory level of health and fitness to maximise their attendance at work.

6.2 Line Manager (Governor/Headteacher/Bursar or other nominated person)

The line manager is responsible for:

- ensuring that employee absences are accurately recorded;
- carrying out return to work interviews with all employees who have been absent;
- regularly reviewing the level and underlying causes of sickness absence;
- monitoring the employee's attendance;
- taking action to address concerns about unsatisfactory attendance levels;
- initiating any improvements required by offering support and making reasonable adjustments;
- dealing with all employees in a firm and fair manner, offering support when necessary;
- ensuring that he/she has received appropriate training and development in applying the policy and procedure and raising any issues associated therewith.

6.3 Human Resources

HR will offer appropriate advice to assist managers to ensure that the policy is strictly adhered to at each stage. HR will also work with managers to identify changes in policy and procedure that will assist managers and employees to maximise attendance at work.

6.4 Trade Union/Workplace Representative

The Trade Union/Workplace Representative should ensure that the employee is represented at each formal stage in a fair and transparent manner, when requested to do so, by the employee.

6.5 Occupational Health Unit

The Occupational Health Unit should ensure that:

- procedures are in place to assist the School to implement the Maximising Attendance of Staff in School Policy and Procedure whilst meeting the requirements of statutory obligations;
- medical records are maintained in accordance with the Data Protection Act (1998), Access to Medical Report Act (1988) and relevant Codes or Practice.

6.6 Governing Body

The role of the Governing Body is to overview the effectiveness of the policy and to monitor and challenge absence levels in their School.

The Governing Body are also responsible for any dismissals within the school through the School Disciplinary and Dismissal Committee (SDC).

7. REVIEW AND EVALUATION

The effectiveness of this policy will be measured through an appropriate set of performance measures. Headteachers, Bursars and HR, working with trade unions, will use these measures and other relevant data to identify any further changes needed to the policy and procedure to secure continuous improvement in attendance levels.

Approved by Governors 20th September 2016

Signed Chair of Governors

Review in September 2017