



Associate Staff Attendance

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TIME
&
Attendance

Being present and on time really matters

Good staff attendance is essential to enable Cardinal Allen Catholic High School to deliver an excellent service. It is important we have a clear and consistent approach to absence management that meets the needs of both staff and school.

Notification of / Requests for Absence

All notifications of absence must be made to the Business Manager. All requests for any type of planned leave must be made to the Business Manager on the 'Application for Leave of Absence' form which are available from the Assistant Business Manager. This should normally be made at the point you are first aware that leave will be required, or at least 7 days prior to the first day of the intended absence (except in the case of an emergency / unforeseen circumstance, when the Business Manager should be informed at the earliest opportunity).

Absence through illness (First Day)

All Associate Staff must inform the Business Manager (**01253 879042**) in the event of your absence from school. Calls can be made in the morning (7.45 a.m. to 8.30 a.m.). It is **not** appropriate to send text messages / emails nor ask someone else to call on your behalf. An update during the day you are absent will be required.

If your role normally involves arranging work for pupils, e.g. HLTAs, it is important that you give some information regarding such work so that details can be passed on. Clearly there may be occasions when this is impossible because of the circumstances.

Work should be **e-mailed to your line manager** or **faxed to 01253 772143**

Absence through illness (subsequent days)

In the case of short term absences, you must inform the Business Manager (**01253 879042**) by 2.00 p.m. during each day you are absent from school of your fitness for work for the next day. Unexpected recoveries can easily be accommodated if in any doubt!

Absences between 3 and 7 days (inclusive) must be followed on return by completion of a self-certification form. Copies are available from the Assistant Business Manager.

For periods of absence which are 8 days or more you must provide a doctor's statement. This is to be given to the Assistant Business Manager or the Business Manager.

In the case of long term absence you must keep school informed regarding your progress. This can be done informally through friends following supportive goodwill visits.

Absence for doctor/dentist appointments

All doctors' and dentists' appointments should, wherever possible be made **outside** school hours. If this is not possible please see the Business Manager as soon as possible to discuss the options. School accepts that it is sometimes difficult to secure appointments after school. If permission is given, you will be asked to make up any time missed. School reserves the right to refuse such requests.

Absence for hospital/specialist consultations

Due to the nature of these appointments, it may be reasonable to attend them during working hours. Ongoing consultations should be arranged to have minimal time away from school wherever possible. Colleagues are asked to provide a copy of their appointment slip / letter for the Business Manager which will be placed on file. You may be asked to make up the time missed. All requests must be made on the 'Application for Leave of Absence' form.

Absence for personal reasons (graduations, weddings, etc.)

Applications for personal leave of absence must be made to the Business Manager on the 'Application for Leave of Absence' form. This should, *normally*, be made at the point you are first aware that leave will be required or at least 7 days prior to the first day of the intended absence. The school will always try to accommodate you, but authorisation in most cases will only be granted either *without* pay or you will be asked to make up the time missed.

Absence for illness of a dependant

It is accepted that in some cases you may need to leave work, or stay off work because of these circumstances. If the person concerned is ill for more than one day, then alternative care should be sought where possible or shared with a partner/other family members. Please use your discretion in such matters. Continuing absences for such reasons will ultimately be challenged.

Absence for funerals

Paid leave will be granted for the funeral of a *close* relative or dependant. Applications must be made to the Business Manager on the 'Application for Leave of Absence' form.

Absence records and Return to Work Interviews

Records of all absences are kept. On returning to work after any unplanned absence, colleagues must inform the Business Manager, in person, that they are in school and arrange a suitable time for a return to work interview. This will not be a formal event but must occur on the **first day** back. If you should wish to discuss something of a personal nature you can raise it at this time or wait until the return to work meeting. In some instances you may be more comfortable discussing such matters with the Headteacher. *This is your right if you wish.*

If you are absent for 10 days in a rolling 12 months or if you have 4 shorter periods of absence in the same time, you will be reminded of this at the return to work meeting which will then be followed by a meeting with the Headteacher. Written notification of this will follow as a record of the meeting. Details of such meetings will be made available to the School Governors.

If your absence is causing concern over a longer period you will be invited to a meeting in order to explore any ways in which the school can support you. In all such cases this will be put in writing as a record.

Colleagues with 100% attendance each term will be entered into a prize draw for £50 cash.

Time Off In Lieu (TOIL)

All associate staff have agreed set hours of work. Any additional hours required by school (at the request of your line manager) should be agreed by the Business Manager, who will negotiate when the TOIL can be taken or whether it is more appropriate for additional hours to be paid. Significant amounts of TOIL will not be allowed to accrue. This needs to be discussed **prior** to the additional hours being worked. Staff **are not** allowed to take time off in lieu for starting work early, working through their lunch break or finishing late without prior agreement by the Business Manager.

Leaving site during the school day

All associate staff have their agreed set hours of work. They are expected to be in school for these hours. Any change in those hours, whether as a one off or on-going, must be agreed with the Business Manager in advance. In cases where you need to leave school for any period of time, for example during your lunch break, or for any agreed absence, you must personally sign out at Reception and back in again on your return.

Cardinal Allen Catholic High School

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