



ATLAS Multi Academy Trust

Health & Attendance Policy and Procedure for Staff

Trust sub-committee: Standards Committee

Co-ordinator: Phil O'Neill

Last Reviewed: New Policy

Next Review: Autumn 2022

St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

Changes since last version: This new policy replaces the STAGS Health & Attendance Policy and Procedure for Staff

<p>1.</p>	<p>Introduction</p> <p>The aims of this Health and Attendance policy are to:</p> <ul style="list-style-type: none">● set out the Trust's approach to sickness absence management, including but not limited to;<ul style="list-style-type: none">○ its trigger points○ the requirements for notification○ the requirements for certification○ its position on payment during sickness absence● ensure employees and managers are aware of their responsibilities when sickness absence from work occurs● ensure that any sickness absence is dealt with fairly and consistently <p>This policy and procedure applies to all employees within the Trust, it does not form part of any employee's contract of employment and it may be amended at any time.</p>
<p>2.</p>	<p>Scope</p> <p>This policy covers short-term and long-term absences. The definitions used in this policy are:</p> <ul style="list-style-type: none">● Short-term absence: frequent, intermittent, short periods of absence● Long-term absence: any period of absence over 28 days (calendar)● Trigger points: absence monitoring system to highlight levels or patterns of sickness that require further attention <p>In the case of a breach of this policy and procedure, employees may be subject to disciplinary proceedings and possible withdrawal of sick pay.</p>

	<p>Breaches include, but are not limited to, a failure to follow notification and certification requirements, when a Trust has reason to believe the sickness absence is not genuine and when the employee is undertaking inappropriate activities, including working for another organisation, whilst off sick.</p> <p>Other relevant policies may include: Disciplinary, Time off work (non-sickness), Unauthorised absence.</p>
<p>3.</p>	<p>Trigger Points</p> <p>If levels of sickness absence reach a trigger point your sickness absence may be discussed with the employee and managed in line with the Trust’s absence management procedures (section 11).</p> <p>In any six month period, the trigger points are:</p> <ul style="list-style-type: none"> ● three separate occasions of sickness absence ● a continuous sickness absence of 10 working days or more ● an absence which appears to have a recurring recognisable pattern i.e. frequent absenteeism around a weekend ● a series of absences that impact on service delivery <p>These trigger points are for guidance only and the Trust reserves the right to raise any concerns at an earlier stage where there are reasonable grounds for concern, or at a later stage, where appropriate.</p>
<p>4.</p>	<p>Sick Pay</p> <p><u>Statutory sick pay</u></p> <p>Subject to compliance with the Trust’s procedures, the Trust will pay statutory sick pay (SSP) to eligible employees at the national rate, which is subject to the deduction of tax and national insurance contributions.</p> <p>SSP is payable from the fourth day of absence and up to 28 weeks. To qualify for SSP, employees must complete and provide a self-certification form to the Trust.</p> <p><u>Company sick pay</u></p> <p>Subject to compliance with the Trust’s procedures, the Trust will pay company sick pay (see appendices 1 and 2). Eligibility for occupational sick pay including duration and level of payment, is in accordance with the relevant conditions of service.</p>
<p>5.</p>	<p>Medical appointments</p> <p>The Trust will allow reasonable time off where appointments are unable to be scheduled outside of working hours.</p> <p>Before arranging non-urgent medical appointments, employees should seek approval from the Head Teacher and should endeavour to arrange appointments at the beginning or end of the day, or during lunchtime, to minimise the time they have to be absent from work. Evidence of the appointment may be requested by the Trust.</p>

<p>6.</p>	<p>Notification Requirements</p> <p><u>First day of absence</u></p> <p>It is a requirement that employees telephone the absence line to report that they are too unwell to come to work. The employee should aim to do this as early as possible and before their normal start time.</p> <p>In circumstances where the employee is incapacitated or unable to contact the Trust to report their absence, their next of kin should do so on their behalf, at the earliest opportunity.</p> <p>It is not permissible to contact the Trust by email, text message or via social media without prior permission.</p> <p><u>Ongoing absence</u></p> <p>For each subsequent sick day after the first day of absence, the employee should telephone their line manager before as early as possible and before their normal start time. However, managers should use their discretion and can agree to different arrangements as appropriate.</p>
<p>7.</p>	<p>Certification requirements</p> <p><u>Absence up to 7 days</u></p> <p>Employees are permitted to self-certificate for any absence up to 7 days (calendar, inclusive of bank holidays).</p> <p>A copy of the complete self-certification form should be provided to the Head Teacher upon a return to work in order for sick pay to be processed.</p> <p>Unless specifically requested, employees are not required to provide a statement of fitness for work i.e. 'doctors fit note', for absences up to 7 days.</p> <p><u>Absence over 7 days</u></p> <p>Where sickness absence lasts longer than 7 calendar days, medical evidence is required in the form of a fit note and should cover the duration of the absence.</p> <p>If a fit note expires and the employee is not well enough to return to work, the employee should obtain a further fit note to ensure their absence is certified and should provide it to the Head Teacher at the earliest opportunity.</p> <p>The Trust reserves the right to require employees to obtain a fit note for absences of any duration. In circumstances where the employee incurs a cost for obtaining a fit note for an absence up to 7 days, the Trust will reimburse reasonable costs incurred.</p> <p><u>Certification during school holidays</u></p> <p>Where an employee is not fit to work on the last day of term and is not fit for work on the first day of the next term, a fit note is required to cover the holiday period.</p> <p><u>Sickness during annual leave</u></p> <p>If an employee becomes unwell during annual leave and wishes to treat this as sick leave and reclaim annual leave, they will need to provide appropriate certification.</p>

<p>8.</p>	<p>Maintaining Contact</p> <p>It is a requirement that contact is maintained between employer and employee.</p> <p>It is anticipated that at an early stage of the absence, arrangements will be made between employee and employer as to the frequency and form contact is to take.</p> <p>A failure to maintain reasonable contact may be dealt with under the Trust’s disciplinary policy.</p>
<p>9.</p>	<p>Return to work following period of absence</p> <p>It is good practice for return to work meetings to be carried out when an employee returns to work after a period of absence. These will be carried out by:</p> <ul style="list-style-type: none"> ● The line manager where there has been one period of absence in the last 6 months ● The Trust HR Manager where there have been two periods of absence in the last 6 months ● The Head Teacher when a trigger point has been met
<p>10.</p>	<p>Occupational health referral</p> <p>During any period of absence (short-term and long-term) or upon return to work, the Trust may require an employee to engage with an occupational health provider, to obtain medical advice into their health or reason for the absence.</p> <p>Employees are expected to attend an appointment, cooperate with the occupational health professional and provide consent for the release of medical information.</p> <p><u>Occupational health recommendations</u></p> <p>A report by an occupational health provider is advisory. The report may contain recommendations of support and reasonable adjustments including a phased return to work or temporary or permanent adjustments to an employee’s role. The report should be discussed with the employee and the Trust should decide whether recommendations are reasonable and can be implemented.</p>
<p>11.</p>	<p>Informal and formal absence management procedures</p> <p>If an employee’s absence has met the Trust’s trigger points and/or is persisting on a short-term or long-term basis, the Trust may choose to move into informal or formal management procedures.</p> <p><u>Attendance improvement plans (AIP)</u></p> <p>An AIP is a record of the attendance levels the employee will need to achieve to improve and maintain their attendance. The AIP should give the employee adequate time to demonstrate attendance has improved in a sustainable manner and should include details of the support the employee will be offered to help them achieve improved attendance.</p> <p>An AIP can be implemented in both informal and formal management procedures.</p> <p><u>Right to be accompanied</u></p> <p>The employee has the right to be accompanied at a formal meeting by a trade union representative or appropriate work colleague.</p> <p>The employee should provide the name of the representative within 2 working days of the meeting. Where the chosen companion is unavailable on the day scheduled for the meeting, the employee may</p>

request the meeting is rescheduled within 5 working days of the original date. If the employee is unable to attend the meeting in this timeframe, the meeting may take place in a timeframe at the discretion of the Trust. If the representative remains unavailable, the employee may be asked to choose another representative.

During the meeting the companion may put the employee's case forward and confer with the employee, they may not answer on the employee's behalf or address the attendees if the employee demonstrates they do not wish this.

Informal review meetings

Informal review meetings are arranged to discuss, including but not limited to, the cause of the absence, anticipated return to work, fitness for duties, support and reasonable adjustments.

An attendance improvement plan (AIP) may be an outcome of an informal meeting.

Formal meetings

Where formal action is required as a result of an employee's attendance record, the Trust will invite the employee to a formal meeting with reasonable notice.

Formal meeting outcomes

The outcome of a formal absence review meeting could include;

- First written warning and/ or an attendance improvement plan
- Final written warning and/ or an attendance improvement plan
- Dismissal (with notice), where the employee has been given informal support and has been issued with a first and final written warning and is unable to exercise their duties due to ill health
- Dismissal (with notice), where the employee has not been issued with a first or final warning. Considerations should include;
 - if the employee has been absent on a long-term basis
 - if the Trust has allowed for a reasonable period of recovery
 - if medical advice has been sought and considered
 - if a return to work in the short-term is unlikely
 - if there are reasonable adjustments that would enable the employee to return to work

Duration of warnings

In circumstances where a warning is issued, it will be 'live' for a period of 12 months, unless the employee is notified otherwise.

Appeal

The employee has the right to appeal against the Trust's decision at any stage of the process. To exercise this right they must write to the person specified clearly stating the grounds for appeal, within 7 days from receipt of the letter.

An appeal will be heard by an appropriate person who was not involved in the original meeting. At the discretion of the Trust, the appeal will be a rehearing or a review of the original decision. New evidence will only be considered if relevant and there is sufficient reason why this has been referenced earlier.



Appendix 1

Sick Pay Entitlement for Teachers

Teachers	
During the first year of service	Full pay for 25 working days and after completing 4 calendar months' service half pay for 50 working days
During the second year of service	Full pay for 50 working days and half pay for 50 working days
During the third year of service	Full pay for 75 days and half pay for 75 working days
During the fourth year and successive years	Full pay for 100 working days and half pay for 100 working days

Note: For teachers, working days are the days defined as 'directed time' (currently 195 per school year). Years of service are based on aggregated service.

Appendix 2

Sick Pay entitlement for Support Staff

First 2 days absence in each period of absence	No pay, unless a medical certificate is presented
During the first 6 months of service	Statutory sick pay
During months 7-12 of service	1 month full pay and 1 month half pay
During the second year of service	2 months full pay and 2 months half pay
During the third year of service	3 months full pay and 3 months half pay
During the fourth year of service	4 months full pay and 4 months half pay
Additional disability leave allowance	Up to 5 extra days paid disability leave per year available to those employees who have a disability defined by the Equalities Act 2010
Additional Pregnancy related sick leave	Up to 5 extra days paid pregnancy related sick leave for women who experience pregnancy related sickness.
<p>Note 1: For company sick pay entitlement record purposes (and without prejudice to the National Council's arrangements for self-certification days and to any local agreements on 'qualifying days' for statutory sick pay purposes) 'one month' is deemed to be equivalent to 26 working days, Saturday being reckoned in all cases as a working day.</p>	
<p>Note 2: If an employee has suffered an injury during the course of their work duties, and this has been confirmed in writing by the Department of Work and Pensions (DWP) then the employee is entitled to receive the first four months of their absence as full pay (for the first two days of absence pay will not be deducted). If they are still absent after the first four months then their normal sick pay entitlement will begin.</p>	
<p>Note 3: Entitlement is based on continuous service.</p>	

Appendix 3

Self Certification Sickness Absence and Return to Work Meeting

This form should be completed and placed on the employee's file and a copy given to the employee.

Employee Details

Title	First Name	Last Name	Job Title

Return to Work Meeting

Date of meeting:	
People present at meeting:	

Details of Sickness

Date became unfit for work	
Last date unfit for work	
Total number of days absent in last 12 months	
Total number of occasions absent in last 12 months	
Have any trigger points been reached?	Yes / No
Trigger points (<i>highlight as appropriate</i>) <ul style="list-style-type: none">● There are 3 or more instances of absence in any rolling 6 month period● Accumulated ten or more working days absence within any rolling 6 months● Absence appears to have a recognisable pattern, for example frequent absence around a weekend● There are a series of absences that impact on service delivery	

Reasons for Absence:	
Details of discussion including any support offered:	
Details of the impact of the absence on the	

school /employee workload	
Details of AIP being introduced if appropriate	
Details of any Occupational Health referral	
Employee signature	

Please note: knowingly making a false statement may result in disciplinary action being taken and sick pay being terminated.

Authorisation

I certify that I have:

- Discussed the absence with the employee
- Ensured that the necessary certifications are completed and retained on file
- Ensured that the information is passed to Payroll on the Time Sheet Monthly Return

Manager / HR signature:	Print Name:	Date:
Head Teacher signature:	Print Name:	Date:

ATLAS

Equality Impact Analysis

When reviewing all schools' policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Health and Attendance Policy
Date:	September 2020
EIA carried out by:	Mr P O'Neill
EIA reviewed by:	Standards Committee

1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented	
Policy contains information about: Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this?	All fully included and detailed

2. Assessment of Impact? To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed		
Characteristic	Group	Effect/Impact
● Age		No impact as all included within policy
● Disability		
● Gender reassignment		
● Marriage/civil partnership		
● Pregnancy/Maternity		
● Race		
● Religion or Belief		
● Sex		
● Sexual orientation		

3. Consultation	
New policy contains information about: Policy audience, expected actions and outcomes. Consultation and communication process Accessibility for all Fair access to the consultation process	Consultation with senior colleagues and staff. Policy available within the school, school internal system and to wider community online.

Lessons learnt from previous consultation, if appropriate	
---	--

4. Decision	
--------------------	--

<ul style="list-style-type: none"> Should the new proposal/policy be agreed and any impacts identified following consultations? What reasonable adjustments are required? 	No issues or adjustments required
---	-----------------------------------

5. Action Planning	
---------------------------	--

<ul style="list-style-type: none"> Any actions identified to address inequality for different groups? Any actions identified to promote equality and diversity? Where are these actions recorded and who is responsible for them? 	None
--	------

6. Monitoring and Review	
---------------------------------	--

<ul style="list-style-type: none"> When will the impact assessment be reviewed? Who is responsible? 	<p>September 2022</p> <p>Mr P O'Neill</p>
---	---

7. Publication of the results of the impact assessment	
---	--

<ul style="list-style-type: none"> Results of EIA are published – where and when? The results are kept as a public record of the EIA – where and when? 	With policy
--	-------------