CHRIST CHURCH C.E. FIRST SCHOOL

-Managing Attendance at work Policy-

A Staffordshire County Council document adopted

in its entirety by Christ Church C.E. First School as part of the

Key Educational Trust

To be reviewed in conjunction with the Local Authority.

Headteacher: Mrs A Graham

Chair of Governors: Mr M Bird

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Christ Church C.E. First School
-MANAGING ATTENDANCE AT WORK POLICY-

This Policy strives to ensure the wellbeing of employees at work, through support, advice and help where underlying health issue are contributing to their absence in order to encourage consistent high levels of attendance. It recognises that whilst a certain level of sickness may be inevitable, a reasonable balance must be maintained between the needs of the business and those of employees to take time off from work due to sickness. This policy outlines what is expected from managers and employees when such situations occur (both short and long term sickness absence) in order to ensure that support and treatment is consistent, lawful, fair and equitable. The Code of Practice details the responsibilities of both parties and the mechanisms put in place to underpin our policy.

Christ Church First School expects its employees to take responsibility for managing their own health wherever possible to ensure regular attendance at work, and to engage fully in the attendance management process when sickness absence occurs.

Christ Church First School will use the Bradford factor scoring system to monitor all sickness absence, and employees not meeting the expected standards of attendance will be managed under the terms of this policy.

Sickness absences arising from and related to maternity, pregnancy, disability (Equality Act 2010), critical illness, or where the employer accepts that there has been an accident on duty in considering whether formal action is appropriate will normally be discounted from the Bradford score. An exception to this may be where reasonable adjustments have been agreed and put in place, but sickness absences continue to occur.

Christ Church First School will manage attendance through the use of Return to Work discussions which will be conducted each time an employee returns to work following any period of sickness absence.

Policy Principles

The three stages of managing attendance are progressive and intended to remind and enforce the attendance standards that are expected from all employees, with support mechanisms to encourage this. The manager must take formal action at the appropriate stage where the Bradford score is 150 or above, after taking account of absences that are normally discountable.

The policy applies from the first day of employment, although an employee must never unknowingly find him or herself under consideration of the formal attendance procedure.
Sometimes conflict with others at work can lead to employees taking sickness absence. In these circumstances, mediation can be particularly helpful, providing a process for the parties involved to explore their issues in a safe and confidential environment, paving the way to a successful return to work.

This policy and its supporting procedural documents provide a framework to manage attendance issues in ways that are founded on the principles of:

- Effective support in the handling of sensitive and complex matters;
- Recognising disability related conditions and issues in the workplace and taking appropriate action to mitigate the effect of these;
- Equity and fairness of treatment;
- Consistency of application of the process and procedures agreed for handling sickness absence and attendance issues;
- Timeliness (in accordance with reasonable timelines).

Tool Kit & further information

1. For more information on how to apply this policy visit the following documents:
   - When an Employee goes off Sick
   - Return to Work Discussions
   - Formal Absence Process
   - Managing Long Term Absence (including dismissal)

2. Employees are expected to engage appropriately with this policy insofar as they are affected by it. Abuse or misuse of this policy is unacceptable and may give rise to action under Christ Church First School's formal procedures.

3. Information recorded during this process may on request be disclosed to any party involved in the process (subject to exemptions). When a request for information is received, it would need to be established if the requested information is the requestor's personal data. The request would then be assessed to identify if there are any exemptions from release, for example, would release put another person at harm. Written requests for information will be subject to the Data Protection Act 1998 and the Freedom of Information Act 2000. For further advice please contact Information Governance.

4. Formal action against a TU representative can lead to a serious dispute if it is seen as an attack on their functions. Whilst normal attendance standards apply to a TU representative as an employee, the relevant full-time official should be notified of any action that Christ Church First School proposes to take under this policy. All reasonable efforts must be taken to ensure that action is not taken against a TU representative until the relevant full-time official has had an opportunity to be present at any stage of the formal procedure.

5. Further background information on this topic is available on the following websites:
   www.bis.gov.uk/ www.acas.org.uk
   www.lg-employers.gov.uk

Document and Version Control

Version	Author	Implementation Date	Revision Detail
1.0	Strategic HR	January 2012	Policy revised to reflect a more consistent approach in its application.
2.0	Strategic HR	May 2016	To reflect removal of probationary period policy and inclusion of process for dealing with TU rep absence