Three Counties Academy Trust

Managing Attendance Policy and Procedures

#HR6

Last amended 2nd October 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 1st October 2029.

Statement of intent

At Three Counties Academy Trust (TCAT), we want to invest in our staff and provide them with a secure and long-lasting relationship as employees of their school and TCAT. However, it may at times be necessary to investigate patterns of absence from work so that we can best support employees with managing any health concerns or make adjustments to enable them to fulfil their role. In rare circumstances where this policy does not cover the scope of an absence or pattern of absence, such absence may be investigated under the Disciplinary Policy and Procedures.

The purpose of this policy is to set out the framework and principles for the management of employee absence procedures for all staff in TCAT schools.

We understand that the process of absence investigation and any subsequent hearing can be daunting for a staff member. This policy clearly sets out that TCAT sees our first priority as the welfare of our staff when looking at employee absence. This policy clearly sets out the procedure and has been approved by unions.

All TCAT employees are covered by this policy as TCAT uses Hoople HR as our provider for HR support as appointed by the Trust Board.

This policy applies to both teaching and support staff members in TCAT schools and takes account of the differing terms and conditions.

The procedures within this policy document will be followed as prescribed, with the exceptions as follows:

- A return-to-work proforma will not need to be completed in full for any absence of 2 days or less, however, a designated leader must check on the wellbeing of the staff member following their absence and record the absence in the normal way
- At the informal return to work meeting, this will be conducted by any employee on the school leadership team for teaching staff or by any member of the Trust Leadership Group designated by the Chief Finance Officer for support staff
- Under the formal absence management procedure at Stage 1, Cause for Concern Meeting, this must be conducted by the Headteacher/Head of School for teaching staff, or by the Chief Finance Officer for support staff or in the absence of these personnel, their immediate Line Manager
- Under the formal absence management procedure at Stage 2, Cause for Concern Meeting, this must be conducted by the CEO for teaching staff or by the Chief Finance Officer for support staff or in the absence of these personnel, their immediate Line Manager
- Under the formal absence management procedure at Stage 3, Final Case Hearing, this must be conducted by a panel of the Trust Board for all employees

To that effect, we subscribe to and promote the Managing Attendance Policy and Procedure for all categories of schools (HR006) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR006) Managing Attendance Policy and Procedure for all categories of schools can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.