

APPENDIX 2



PROTOCOL FOR NOTIFICATION OF ABSENCE FROM WORK FOR ALL STAFF AT WOODROW FIRST SCHOOL & NURSERY

The governors carefully monitor the attendance of pupils and it is expected that staff lead by example and attend work where possible.

As the number of pupils in school continues to increase so does the number of staff and different roles undertaken within school. All staff absences (illness, medical, emergencies) need to be correctly recorded and reported. In order for us to do that and ensure that where possible cover is provided we would ask all staff to follow these rules.

- In order to arrange supply cover, on the first day of absence teaching staff should **please telephone the Headteacher or Deputy** before 7.30am. All other staff should **speak to the Headteacher/Deputy/School Business Manager** at school by 8am at the latest. When speaking to the Headteacher please ensure that you make him aware of all your roles/commitments or plans for that day.
- If you would like to contact colleague(s) in addition to this (to pass on details about planning or preparation etc.) please do so or we would be happy to do this for you if you prefer
- Lunchtime Supervisors should telephone reception by 9.30am so cover can be arranged
- If you have any appointments booked or meetings arranged, please let the office know contact details and we will re-arrange or cancel.
- If you leave work during the day, it is your responsibility to ensure that the office are aware of your absence
- A phone call to the office is expected late in the afternoon to inform school if the absence will be more than one day or if staff are returning to work.
- Any absence for more than 5 working days requires a medical note from a GP
- It is your responsibility to keep school informed during any absence i.e. if you have a doctor's note and are planning to return when it expires then a phone call to the office the day before is expected. Similarly, if you know that you won't be returning or are planning another visit to the doctor then an update enables us to cover any continuing absences.
- Upon return to work you will be required to fully complete a Self-Certification Form which must be signed off by the Head Teacher. Please note that any absence is not closed off on ITrent until this form is returned. Open absences can affect your pay.

- For planned absences (i.e. hospital appointments/pre planned procedures) please provide as much notice as possible and provide a copy of the appointment letter
- Please let the office know when you leave for or return from an appointment. These absences are also recorded in ITrent so need to be accurate.
- Where possible medical or dental appointments should be made outside of working hours i.e. after working hours or during holiday time
- **In accordance with our policy, if you have more than 2 or 3 absences in any one term or 5 episodes in a 12 month period you will be invited to a meeting with the Head Teacher to discuss any medical issues or problems so that we can provide any necessary support.**
- Leave of absence for reasons other than illness is at the discretion of the Headteacher and Governing Body. These requests should be made in writing to the Chair of Governors. This type of absence (compassionate or unpaid) will be considered on an individual basis. The effective running of the school and previous attendance may be taken into account when a decision is made.
- All employees have a statutory right to take reasonable unpaid time off in the case of emergencies relating to a dependent. In most cases it is expected that 1 or 2 days should be long enough to deal with most problems or sort out longer term arrangements.
- By prior arrangement the school will allow up to 2 days paid leave per term to cover these emergencies
- The school will not grant leave of absence for holidays in term time
- Consideration may be given to staff to have time off in lieu when agreed by a prior arrangement with the Headteacher
- In exceptional circumstances (i.e. severe weather conditions/or an emergency) the Headteacher will make the decision to close the school. Staff will be informed of any closures via the snowline. It is the responsibility of staff to ensure that their contact information is up to date at all times.

Contact details:

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