ABSENCE MANAGEMENT POLICY

1.   Introduction

The Board of Trustees is committed to a culture of high attendance, as without a skilled and motivated workforce the Trust would be unable to provide quality teaching, learning and support services, to our students. High levels of sickness absence result in direct and indirect costs and affect the morale and performance of colleagues. The Trust's staff absence levels are monitored, and used as a measure of our performance.

2.   Policy

2.1   Where an employee's sickness absence reaches unacceptable levels (outlined in the procedure) the relevant Headteacher will take appropriate steps to manage this absence.

2.2   Monitoring attendance and the control of absence levels is a management responsibility, along with creating a culture where employees know that attendance matters. It is important that staff know they are missed if they are absent.

2.3   The relevant Headteacher and other line managers will be familiar with this policy and have appropriate training, development and guidance to ensure they have the necessary knowledge and skills to implement it effectively.

2.4   The advice of the Trust's Occupational Health advisor will be sought where appropriate.

2.5   The Trust will promote the health, safety and well being of all employees, including the use of risk assessments to identify and manage hazards impacting on health in the workplace.

3.   Aims/Principles

3.1   The Board of Trustees's objective is to foster a culture of high attendance by balancing the needs of the Trust with the needs of the individual. This will be achieved by implementing procedures to support employees experiencing ill health, whilst dealing with unjustified and/or high levels of sickness absence.

3.2   All reasonable support will be provided to employees who experience short or long term periods of ill health with the aim of assisting their recovery, return to work, and thereafter, to maintain a good level of attendance and performance at work.

3.3   All employees have a duty to take ~~reasonable~~ care of their own health and fitness to attend work and to follow the correct reporting procedures if they are ill.

3.4   Where an employee's circumstances are covered by the Equality Act (2010) the Trust will make reasonable adjustments to help such employees carry out their job. The Trust will ensure they have the same opportunities to perform well and develop during their employment as any other employee.

4.   Scope/Application

4.1   This policy applies to all Trust employees, whether on permanent or temporary contracts.

4.2   Any employee whose absence is being managed under the Absence Management Procedure, will be provided with a copy of the procedure at the point of entry to the process.

5.   Definitions

5.1   Equality Act 2010 - defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months.

6.   Equality Act 2010

6.1   In accordance with its Public Sector Equality Duty, the Board of Trustees has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff who have a protected characteristic (age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010.

7. **See also:**

7.1 Disciplinary - Where there is evidence to suggest deliberate abuse of the sickness scheme the matter may be dealt with through the Disciplinary Policy and Procedure.

7.2 Probationary Period - A new support staff employee's attendance will be subject to regular reviews as part of the 6 month probationary process. Attendance performance will be a contributory factor to successful completion of the probationary period.

Approved by the Board of Trustees on 26 June 2018