



# Thames View Infants

## Employee Absence Reporting Policy

### Rationale

Staff Absences at TVI Learning are effectively managed and supported by the most recent versions of the LBBD HR Sickness Absence, Leave of Absence and Grievance Policies for Schools. This policy, however, is merely concerned with the actual mechanism that employees follow when notifying the Trust if they are absent or delayed for work, and the responsibilities associated with this.

Directors understand that staff members are absent from time to time and that on occasion, unforeseen circumstances arise resulting in employees arriving for their duties unpunctually. When an employee is absent or late, there are legal and logistical implications that need to be considered, such as organising cover and confirming that safe pupil ratios continue to be met. If School events are scheduled, or when several staff are absent/delayed on the same day, this task can quickly become rather complex to manage. The School also has a number of duties of care in law to support employees that are absent, and a formal absence reporting system helps to ensure that these duties are met.

The purpose of a Whole School Absence Reporting Procedure for Employees is to ensure clear communication, efficient staffing, and the well-being of both the staff and pupils:

1. **Maintaining Safe Staffing Levels:** When staff members report their absence in advance, the Leadership Team can arrange for cover or adjust schedules accordingly, ensuring that classes and other responsibilities are covered safely, minimising disruption.
2. **Legal Compliance:** Schools have policies and legal obligations regarding employee health, such as sick leave entitlements, return-to-work assessments, or confidentiality. A clear procedure helps meet these requirements.
3. **Communication & Support:** It provides a clear, ambiguous and confidential process for staff to communicate their needs and receive support, whether it's in terms of time off, adjustments, or access to resources.
4. **Record Keeping:** The procedure helps maintain accurate records of staff absences due to illness and/or punctuality. This is crucial for administrative purposes, such as tracking attendance, ensuring proper coverage, and analysing patterns in absences.
5. **Minimizing Disruption to Children:** Timely reporting of sickness allows for better planning, ensuring that children's education and well-being are not impacted by unexpected staff absences.
6. **Well-being & Support for Staff:** A structured reporting system will help staff members feel supported when they are ill, and it ensures that they do not face unnecessary pressure to attend work when they are unwell.



## Thames View Infants Employee Absence Reporting Policy

### Absence Reporting Procedure – Responsibilities for Employees:

#### a. Arriving Punctually

Employees should arrive for work slightly earlier than their designated start time, to be ready in good time to commence their duties at their start time promptly.

#### b. Communicating that you are Delayed

Where an employee is running late, they must call the School's Telephone number **020 8270 4317 (option Zero)** to notify the School Office that they are running late as soon as they know that this is the case.

#### c. Communicating that you will be Absent for Work

All employees have a duty to notify School via the below procedure if they are unable to attend work as scheduled.

1. Regardless of the reason, as soon as any employee knows that they are unable to attend work, they must **call the School's Telephone number 020 8270 4317 (option Zero) on the first day of absence by 7:45am**. They must make the call themselves and should not text, email or ask anyone else to do so on their behalf. If nobody answers, they should still leave a message on the School's voicemail system. (No further morning calls are required thereafter).
2. At the end of the first day only, all employees should **call for a second occasion - before 4:00pm** - to notify the Office Staff of their "likely intention" for the next day. This helps the Leadership Team plan cover, which can be quite complicated to arrange at short notice.
3. If the absence continues, all employees must repeat only **the call before 4:00pm** until the **Headteacher** tells them otherwise.
4. Reminder: the only morning call that employees are required to make is on the first day of absence.
5. In the case of Sickness Absence, the first 7 days are considered "self-certified", and therefore employees do not require a Fit Note from their GP - following the above procedure is all that is required. However, after 7 continuous days of sickness (which includes weekends & holidays/insets), employees will no longer be "self-certified" and in this instance, they should seek a Fit Note from their GP, **which must be dated from the 8<sup>th</sup> day after the first day of absence**. Employees should email their Fit Notes to the Headteacher or School Business Manager.
6. In the instance of long-term sickness absence, it is the employee's **responsibility to ensure that their GP Fit Notes have continuous coverage** – i.e., there's no gaps in dates. Not doing



## Thames View Infants Employee Absence Reporting Policy

so, might result in uncovered absences (gaps in dates) not being paid and/or suspension of pay and/or further HR action.

7. Should an employee be absent for a while, they should call the School once a fortnight to **“check-in” and “catch-up” with the Headteacher.**
8. The above reflects LBBB HR policy.
9. **Cleaners:** all the above applies, except call by **5:30am** (instead of 7:45am) and **1pm** (instead of 4pm).

### Absence Reporting Procedure – Responsibilities for the Headteacher:

- a. The Office Staff have a duty to take messages from Staff and relay them to the Headteacher/Leadership Team in a time-appropriate manner.
- b. When taking calls, if it's not apparent, it's appropriate for the Office Staff to sensitively ask for the reason/nature of the absence.
- c. Every absence, and reason for absence, or example of unpunctuality, should be recorded in the School's Absence Log by Office Staff. This allows the School Business Manager to undertake their duties in accordance with LA HR and Pay policies.
- d. Office Staff must always maintain confidentiality and sensitivity.
- e. If an employee has not followed any of their responsibilities for communicating their absence, it is reasonable for Office Staff to contact the employee to ascertain their well-being and to remind them of their duties regarding this Policy.
- f. Where appropriate, the Headteacher may write to employees to remind them of their duties regarding following the Absence Reporting Policy correctly; this may take the form of issuing Informal Advice letters, or where appropriate, pursuing a formal HR Disciplinary Policy

### Absence Reporting Procedure – Responsibilities for Directors:

- a. Directors should ensure that all aspects of this policy are known to all employees and that all aspects are followed, by all Staff.
- b. This Policy should be reviewed periodically or considering further HR guidance.

All employees therefore have clear responsibilities regarding Absence Reporting as set out in this Policy. Any breaches may result in a HR Disciplinary Process and/or, in the case of not reporting absence correctly, pay being suspended.