



Calderhead High School

Staff Absence

Aim

To provide clear guidelines on managing staff attendance and absence. Calderhead High School and its employees are responsible for ensuring that good attendance is maintained. Calderhead High School operates within guidance and procedures set out by North Lanarkshire Council (NLC).

Introduction

The policy sets out the procedure for reporting sickness absence and for the management of sickness absence in a fair and consistent way. The policy also sets out procedures for planned absence, whether this is hospital appointments, personal circumstances or school business. The term absence is used to denote the non-attendance of a member of the teaching staff either through attendance at school activities (in and out the school building), illness or as a result of personal circumstances.

Staff Illness Notification and Certification Procedures

In relation to all absences on grounds of illness, the following requirements should be followed:

- Stage 1: A teacher who is unable to report for work must notify the DHT responsible for absence procedures as soon as reasonably practicable. If possible, this should be between 8.00am and 8.30am, via the DHT's mobile number. Contact made via text/email is not acceptable. The reason and likely duration of absence should be communicated. Only in exceptional circumstances should contact be made by another person on the employee's behalf. If able, the member of staff should contact their Principal Teacher with an indication of what work their classes should complete in their absence.
- Stage 2: Teaching staff who are absent from work for up to 7 calendar days must complete a self-certification form on return to work. **For employees that have access to mySelf, self-certification for sickness absence of 7 days or less will be an online process. All staff must sign themselves back in to work on their return.**
- Stage 3: Where the absence extends beyond 7 calendar days, on the 8th day, the employee shall submit a doctor's medical certificate(s) to cover the period of absence beyond 7 days. Where the employee has been absent for more than 7 days, the first doctor's medical certificate shall be submitted, as well as a self-certificate.
- Stage 4: A return to work interview will take place as quickly as possible following the return of the teacher. A return-to-work form will be completed during the interview. These meetings can be used to discuss current absence, patterns/trends of absence and updates on school activity. Interviews may be conducted by the DHT responsible for absence, the Headteacher or any DHT. If the employee requests to be accompanied by a supporter/representative, this should be granted.

Planned Absences Notification and Certification Procedures

In relation to all planned absences from timetabled classes or anytime out the school building, the following requirements should be followed:

- Stage 1: A teacher who is missing any timetabled classes (school business or not) or will not be in the school building must seek approval from the headteacher as far in advance as possible. If the absence is approved, then this will be added to the cover diary that will be based in Head Teacher/DHT office. A penguin must then be submitted to the DHT responsible for absence procedures.

- Stage 2: If the absence is not related to school business, then after a discussion with the headteacher (as far in advance as possible), the absence should be requested through mySelf (itrent) and the Headteacher will approve this on the system. This should only be done after a discussion with the Head Teacher. A penguin must also be submitted for this once approved.
- Stage 3: If the absent teacher returns to work earlier than planned and does not require cover for classes, the DHT should be informed.

Appropriate work should be left with the Principal Teacher or another member of the department. This work must be suitable for any teacher (e.g. non subject specialist) to supervise.

Class Supervision

The supervision of all classes should uphold the school values of Community, Ambition, Respect, Equity and Success. School expectations should be followed, and any discipline issues referred to the subject Principal Teacher. All classes need to be registered via SEEMiS at the start of the period. Subject Principal Teachers (or another member of the department) should start the covered class, where possible, and ensure enough work is set for the class to complete.

Late Coming

When a member of staff is not going to arrive in the building before 8.55am, they must inform the DHT or subject Principal Teacher as soon as possible. The member of staff must inform the DHT if cover is required for period one classes. Patterns of late coming may be monitored and discussed with the employee.

Signing out

All teaching staff have the right to sign out under Section 10 of the North Lanarkshire Agreement.

If you intend to exercise your right to sign out of the school building to work at a time and a place of your own choosing, you should:

1. As a courtesy, inform your immediate line manager. (Principal Teachers would start the process at step 2)
2. To ascertain that there are no exceptional circumstances, (cover requirements) inform a member of SLT of your intention to sign out.
3. Just before you leave the building, sign the sign out book. This is located in the main **office**.
4. For the purposes of dealing with discipline issues only, promoted staff would inform their own department of their intention to sign out, and arrange with another promoted colleague for issues to be referred to them. (signing out purposes only)
5. If you intend to sign out during the school day (for example period 4) then, for health and safety reasons, you should sign out and then sign back in on your return.
6. If no member of SLT can be contacted quickly – for example if they are all in a meeting – then it can be assumed that no exceptional circumstances apply, and staff can sign out.