



Staff Attendance Management Policy

This policy has been adopted and adapted from the FusionHR model policy April 2026.

Last Reviewed Date:	18/12/2025	Reviewed:	19/05/2026
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HR Manager School Bursar School Business Manager:		Date:	22/05/2026
Headteacher:		Date:	09/06/2026

Date of Next Review:	April 2027
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1. Introduction

- 1.1 Amwell View School is committed to maintaining the health, safety, and welfare of its staff, seeks to provide a positive and healthy working environment and recognises the value of its employee's work/life balance. The purpose of this policy is to establish clear guidelines for managing employee attendance, ensuring compliance with relevant legislation, and promoting a supportive work environment. Regular attendance at work is an integral part of every employee's contract of employment. However, it is recognised that employees will on occasion have genuine health reasons to be absent from work, and, on those occasions the school will aim to support an employee during their period(s) of absence, in order to assist their return to work, at the earliest opportunity.
- 1.2 The overall aim of the policy is to ensure the best quality of education to pupils of the school, as well as providing a fair and consistent framework for managing employee attendance. This policy also details responsibilities and expectations of both employees and employers, regarding attendance at work.
- 1.3 In line with the Equality Act 2010, Amwell View School commits to making all reasonable adjustments to support employees with disabilities in maintaining their employment.
- 1.4 This policy applies solely to the personal sickness or injury of the employee. Absence required to care for a sick dependant must not be reported as sickness and will be unpaid and needs to be agreed by the Headteacher.
- 1.5 This policy is not contractual, and the school may depart from its terms where exceptional circumstances dictate. In particular the school may depart from the terms of this policy, during the employee's formal probationary period, though fair process will still be followed.

2. Amwell View School's Responsibilities

- To inform all employees of attendance management procedures including the conditions of the sick pay scheme.
- To record all sickness absence upon notification.
- To meet with employees on their return to work, regardless of the duration of the absence.
- To monitor and review sickness absence across the school.
- To maintain reasonable contact with employees during a period of absence.
- To manage staff absence in line with this policy

3. The Employee's Responsibilities

- To attend work when fit to do so.
- To comply with the school's notification of sickness absence procedures.
- To maintain reasonable contact with the school and to meet with the school when required during periods of absence of four weeks or longer ("long term sickness absence").
- If requested to do so by the school, to attend Occupational Health (and potentially other medical) appointments.

4. Attendance Management Procedure

How to Report Sickness Absence

- 4.1 The purpose of having a clear reporting process is to ensure that the school can make appropriate arrangements to minimise the impact of sickness absence. This may involve arranging for supply cover or longer-term arrangements in the event that an employee is absent for a longer period of time.



- 4.2 As such the school has set the following absence reporting procedure, which must be followed in the event of sickness absence. A failure to follow this procedure may result in sick pay being withheld and/or the absence being treated as an unauthorised absence in accordance with the school's disciplinary procedure.
- 4.3 On the first day of any absence the employee must email AVSAbsence@amwell.herts.sch.uk by no later than 07:00hrs and address the email to the Headteacher. If the sickness absence occurs during the school holidays and there are no members of staff at the school, the employee should email AVSAbsence@amwell.herts.sch.uk. The employee must notify the Headteacher of the reason for their absence and the likely duration of their absence if known.
- 4.4 Unless and until the employee is certified by a Statement of Fitness for Work (Fit Note) issued by a registered healthcare professional, the employee must telephone the admin team in the Front Office on 01920 870027 by no later than 15:00hrs for each day of absence unless instructed otherwise. The employee has an ongoing duty to maintain contact with the school for the duration of their absence.
- 4.5 If the employee's absence persists for longer than seven consecutive days (including weekends), then the employee must submit a Statement of Fitness for Work (Fit Note), issued by a registered healthcare professional, to the School Bursar.

5. Sick Pay

- 5.1 Sick pay is based on length of service. For teachers this is aggregated teaching service within any Local Education Authority and for all other staff it is continuous service within any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 applies.
- 5.2 For the purpose of pay only, the sick leave year is calculated on a rolling 12-month basis for Support Staff.
- 5.3 For the purpose of sick pay only, and in accordance with the Burgundy Book, the sick leave year for Teachers is deemed to begin on 1 April and end on 31 March of the following year.
- 5.4 If there is substantial evidence that the absence is not genuine, (e.g. unauthorised absence or fraudulent reporting) this will be managed under the Disciplinary Procedure. Frequent absence due to genuine illness will be managed under the Attendance Management Procedure, which may result in formal warnings or, ultimately, dismissal if attendance cannot be sustained.
- 5.5 The school reserves the right to withhold sick pay in circumstances which are described in Section 4 of the Burgundy Book (National Terms and Conditions of Service for Teachers) and in Part 2 Section 10 of the Green Book (National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service for Support Staff). Additionally, sick pay may be suspended if the employee abuses the scheme, is guilty of conduct prejudicial to recovery, or is working on their own account for private gain or for another employer while signed off sick.
- 5.6 Employees who are absent from work on sickness absence must not participate in any other form of work (paid or unpaid) during or outside of their normal working hours without the prior written authorisation of the school. It is the responsibility of the employee to notify the school if undertaking therapeutic work whilst off sick and to avoid misunderstandings it is advised that the employee should consult with the school and Occupational Health as to the advisability of such activity.

6. Statutory Sick Pay ("SSP")

- 6.1 SSP is payable from the first day of sickness absence, regardless of the employees earning.
- 6.2 SSP is paid by the school for up to a maximum of 28 weeks. Prior to the exhaustion of SSP, the school will issue the employee with an SSP1 form to enable them to claim relevant state benefits.



7. Surgery not for Medical Reasons

- 7.1 Time off for surgery that is not for medical reasons, such as cosmetic surgery or voluntary gastric surgery, for example, will ordinarily not be paid by the school.
- 7.2 Any leave granted, whether paid or unpaid, will be subject to the availability of staff to cover the employee's period of absence. Requests for absence for voluntary procedures should be made in accordance with the school leave of absence procedures, and will not be managed under the attendance management policy.

8. Returning to Work

- 8.1 Where a registered healthcare professional advises the employee that "you are not fit for work" the registered healthcare professional will state the period (or dates) that this will be the case and whether they will need to assess the employee again. If the registered healthcare professional has not stated that they need to assess the employee again, it will ordinarily be assumed that the employee will return to work on expiry of the Fit Note.
- 8.2 There may be occasions where it is advisable to ask the employee to seek further advice from their registered healthcare professional regarding a return to work or to seek advice from an Occupational Health advisor before the employee returns to work, however, there is no requirement for an employee to be 'signed off' or provided with a Statement of Fitness for Work (Fit Note) by a registered healthcare professional, in order to return to work. This includes employees returning to work before the end date of their Statement of Fitness for Work (Fit Note), this is personal choice and any risks/concerns around this will be discussed with the employee and documented as part of the return-to-work meeting. The school reserves the right to require an employee to attend a medical examination by an Occupational Health professional or an approved medical practitioner at any stage of absence, the cost of which will be met by the employer.
- 8.3 During such additional period of assessment (unless the employee refuses to attend such an appointment), the employee will remain entitled to sick pay in accordance with the SSP or the employee's terms and conditions of service.
- 8.4 The Fit Note may offer a further option - 'may be fit for work taking account of the following advice'.
- 8.5 A registered healthcare professional may be able to suggest ways of helping an employee get back to work. This might mean discussing:
 - a. A phased return to work.
 - b. Flexible working.
 - c. Amended duties.
 - d. Workplace adaptations.
- 8.6 During an agreed phased return, employees will receive their normal pay for the hours worked. Any hours not worked will be paid in accordance with their remaining Statutory Sick Pay (SSP) or occupational sick pay entitlement.
- 8.7 Should Flexible Working be recommended by a registered healthcare professional either through NHS medical appointments or Occupational Health, the obligation to make a request to work flexibly remains with the employee. The school may implement a fixed period of a flexible working pattern, which is suitable for both parties, whilst the Flexible Working request is considered in accordance with the school Flexible Working Policy.
- 8.8 It is important that employees contact the HR Manager as soon as possible on receipt of such advice and in any event significantly prior to their return to work to discuss any adjustments suggested by a registered healthcare professional. Employees should inform the school of their proposed return to work date as soon as possible.
- 8.9 The school will review any suggestions made by a registered healthcare professional of steps that may assist an employee to return, such as a phased return, reasonable adjustments or temporary work in another area of the school if available. However various factors may prevent the school from



acting on such advice. Where advice constitutes a 'reasonable adjustment' under the Equality Act 2010, the school will only decline to implement it if it is objectively justifiable and strictly disproportionate to the school's resources and operational capabilities.

- 8.10 On their return to work, the employee must contact the HR Manager and complete the Sickness Notification Form as directed. If the employee is fit to resume work during the school holidays and there are no members of staff in school, they should email AVSAbsence@amwell.herts.sch.uk.

9. Occupational Health

- 9.1 The school may refer the employee to an Occupational Health advisor who will be able to advise on matters such as:
- When the employee may be able to return to their role.
 - The employee's ability to carry out their role.
 - Whether the employee falls under the auspices of the Equality Act 2010, and whether any adjustments or modifications could be made to assist the employee in carrying out their role.
 - Whether the employee is (or will soon be) unable to carry out their role and/or the employee's ability to carry out alternative duties either within the school or within the Trust.
 - Whether any adjustments or modifications could be made to assist the employee in carrying out such alternative duties.
- 9.2 The school has a duty of care to its employees to consider appropriate support options including reasonable adjustments or phased returns to work.
- 9.3 It may be appropriate for employees experiencing a psychological illness i.e., stress/anxiety/depression or a musculoskeletal complaint i.e., neck/shoulder/back condition, that an immediate referral to Occupational Health is made.
- 9.4 Where reasonable adjustments have been made, at any stage of the process, the school should, where possible, maintain a record of any modifications made, regardless of being temporary or permanent.

10. Returning to Work Interview

- 10.1 Following a period of sickness absence, the employee will be required to attend a return-to-work interview. Ideally this should be done on the employee's first day back to work. If this isn't possible it should be held within three days of their return to work, depending on the circumstances of their absence, and if adjustments need to be discussed before they can start work.
- 10.2 The meeting will normally be held by the employee's line manager, HR Manager or Headteacher. The purpose of the interview is to welcome the employee back to work, inform them of any changes during their absence and to seek reassurance on the part of the school whether the employee is completely fit for work or needs extra support at the time. It is also to demonstrate the school's commitment to monitoring the health and well-being of its employees. It may be that a referral to Occupational Health for investigation of the employee's health problems is necessary to gain advice on medium- and long-term fitness for work and if there is an underlying condition requiring reasonable adjustments to be carried out.
- 10.3 In a return-to-work interview, if not already done via an Absence Meeting or Welfare Meeting during their absence, employees should be made aware when they are near to reaching the trigger points (see Appendix 1) and that reaching these could result in a Stage 1 Absence Meeting (and that a Stage 1 warning could be given at this meeting). Employees should be offered support to prevent this. Should the employee have hit the trigger points by this stage they will be informed at the Return-to-Work interview that they could be invited to an Absence Meeting. Should a live warning already be on file for the employee, and they have exceeded their absence target, they will be notified at the Return-to-Work interview that they could be invited to a Stage 2 Absence Meeting or Stage 3 Hearing. A record of the interview should be made using the Return-to-Work interview Form, this is to be signed by the manager and employee and copied to the employee and placed on the employee's personnel record file.



- 10.4 It is the intention that the school will manage absence in a pro-active manner through the effective completion of return-to-work interviews.

11. Short term Absence Management

- 11.1 When applying trigger points, the school will explicitly consider whether absences are disability-related. Employees will be met with when they have met the pre-determined review points, however any monitoring period/improvement target may be modified as a reasonable adjustment under the Equality Act 2010 to ensure disabled employees are not placed at a substantial disadvantage.

12. How Attendance will be Reviewed

- 12.1 In order to manage attendance effectively it is important that sickness absence is consistently reviewed. The school have pre-determined review points which can alert the school if an employee's attendance has reached a point where there may be cause for concern. The following review points are in place to monitor employee attendance:

Monitoring and Tracking of Staff Absences at Amwell View School The Trigger Points are as follows:		
SITUATION	TRIGGER POINTS	ACTION REQUIRED
In any rolling 6-month period:	2 occurrences or more than 3 days	Conversation with your Line Manager.
	3 occurrences or more than 7 days	Formal Meeting with the HR Manager. Attendance Improvement Plan will be put in place together with a written warning.

- 12.2 For part-time and Term-Time Only (TTO) employees, absence trigger points will be applied pro-rata to ensure equitable treatment.
- 12.3 In accordance with the Burgundy Book and Green Book, absences due to work-related accidents, assaults, or workplace infectious diseases will not be reckoned against the employee's normal sick leave entitlements or used to calculate trigger points.

13. Workplace Infectious Diseases

- 13.1 For an illness to be categorised as a workplace infectious disease, the following parameters must apply, as stipulated by the Burgundy Book and Green Book:
- Contracted at Work: An approved medical practitioner must attest, in writing, that there is a "reasonable probability" that the infectious or contagious illness was contracted directly during the employee's employment.
 - Household Contact: If an employee resides in a household where someone is suffering from an infectious disease, they must notify the school immediately. If an approved medical practitioner consider, in writing, it inadvisable for the employee to attend work (despite taking precautions) this absence is covered under the infectious disease provision.
 - Workplace Precaution: The protection also applies if an approved medical practitioner advises, in writing, that it is inadvisable for the employee to attend for precautionary reasons due to an infectious disease spreading in the workplace.

14. Exemption of Pregnancy-Related Illness

- 14.1 Any sickness absence directly attributed to pregnancy will be recorded separately from general sickness absence and will not be counted towards any trigger points for attendance management or other formal action. The employee will be offered a Welfare Meeting to discuss reasonable adjustments which they may temporarily require.



15. Procedure

- 15.1 This procedure is designed to deal with persistent short-term ill-health cases.
- 15.2 If the employee's attendance levels have not improved to a satisfactory level following informal action through the return-to-work interviews, and having taken into consideration the trigger points, management may choose to obtain medical advice from Occupational Health (if appropriate) or may proceed to a Stage 1 Absence Meeting.

16. Stage 1 Absence Meeting

- 16.1 If an employee's sickness absence levels have not improved despite being addressed in their return-to-work meetings, and the employee has reached the trigger points, the HR Manager may invite the employee to a Stage 1 Absence Meeting.
- 16.2 The HR Manager must provide at least 5 working days' notice of the Stage 1 Absence Meeting in writing. The invite letter should contain.
- a. the time, date and place of the meeting,
 - b. the reason for the meeting,
 - c. the provision of any evidence to be discussed at the meeting
 - d. notification of the employee's statutory right to be accompanied by a trade union representative or work colleague, not involved in the case.
- 16.3 The HR Manager should prepare for the meeting by ensuring that they have identified the employee's sickness absence levels and the support that has been provided via the return-to-work meetings. Any medical evidence or documentation that the employee wishes the HR Manager to consider should be submitted prior to the meeting.
- 16.4 In the Stage 1 Absence Meeting the HR Manager shall ordinarily:-
- Explain the concern about the absence level and reasons for that concern, such as operational difficulties caused.
 - Listen to reasons and respond appropriately.
 - Consider whether to refer the case to Occupational Health if they have not already done so.
 - State that sustained improvement in attendance is expected and set an appropriate monitoring period and targets for improvement.
 - Identify any support required.
- 16.5 Potential Outcomes:
- Give the employee a Stage 1 warning, to remain on file for 6-12 months, and explain that continued failure to improve attendance to the specified level may lead to a Stage 2 Absence Meeting which could lead to his/her employment being put at risk.
 - An extension of informal monitoring.
 - No further action is required at this stage.
- 16.6 In any event the HR Manager should fully record the details of the meeting and send a letter to the employee confirming the details of this meeting.

17. Stage 2 Absence Meeting

- 17.1 If the employee's attendance drops below the required level within the set monitoring period the HR Manager will ask the employee to attend a Stage 2 Absence Meeting.
- 17.2 The HR Manager must provide at least 5 working days' notice of the Stage 2 Absence Meeting in writing. The invite letter should contain.
- a. the time, date and place of the meeting,
 - b. the reason for the meeting,
 - c. the provision of any evidence to be discussed at the meeting
 - d. notification of the employee's statutory right to be accompanied by a trade union representative or work colleague, not involved in the case.



17.3 In the Stage 2 Absence Meeting the HR Manager shall ordinarily:-

- Explain the concern about the absence level and reasons for that concern, such as operational difficulties caused.
- Listen to reasons and respond appropriately.
- Consider whether to refer the case to Occupational Health if they have not already done so.
- State that sustained improvement in attendance is expected and set an appropriate monitoring period and targets for improvement.
- Identify any support required.

17.4 Potential Outcomes

- Give the employee a Stage 2 warning, to remain on file for 9-12 months and explain that continued failure to improve attendance to the specified level will lead to a Stage 3 Absence Hearing which could result in dismissal.
- An extension of monitoring and support within Stage 1 of the formal process.
- No further action is required at this stage.

17.5 In any event the Line Manager should fully record the details of the meeting and send a letter to the employee confirming the details of this meeting.

17.6 If at any stage an employee has reached a level of improvement acceptable to the school, monitoring should revert back to informal arrangements.

18. Stage 3 Absence Meeting

18.1 If the employee's attendance drops below the required level within the set monitoring period the HR Manager will ask the employee to attend a Stage 3 Absence Hearing.

18.2 The HR Manager will provide at least 5 working days' notice of the Stage 3 Absence Hearing in writing:

- the purpose of the hearing.
- details of the employee's attendance.
- the stage reached in the procedure.
- when and where the hearing will be conducted.
- the statutory right to be accompanied by a trade union representative or work colleague not involved in the case.
- the requirement for the employee to provide, in at least 2 working days before the hearing, all documents that they intends to present at the hearing.
- the potential outcomes of the hearing.

18.3 The Stage 3 Absence Hearing will be conducted by the Headteacher. Any medical evidence or documentation that the employee wishes the Headteacher to consider should be submitted at least 2 working days prior to the hearing. The purpose of the Stage 3 Absence Hearing is to consider whether the employee is capable of continuing employment with the school in the light of their health, their attendance, and their ability to perform the role with reasonable effectiveness. The hearing also takes into account whether the school can reasonably sustain the employee's level of attendance.

18.4 Potential Outcomes:

- An extension of monitoring and support within Stage 2 of the formal process.
- If the Headteacher decides that the employee's attendance is not acceptable and is unlikely to improve to an acceptable level, the employee may be dismissed with notice on the grounds of failure to sustain required levels of attendance.

18.5 If the Headteacher decides to terminate the employee's employment on the grounds of the above, the employee will be informed of the school's decision to dismiss in writing and the employee will be advised of their right of appeal.



19. Appeals

- 19.1 Any appeal arising as a result of a warning or dismissal must be made in writing to the Clerk of Governors within 10 working days of receiving the outcome of the hearing.
- 19.2 If the employee submits an appeal, they will be invited to an Appeal Hearing where their case will be heard by a more senior manager. In the event that a decision was taken by the Headteacher any appeal will be heard by the Chair of Governors. The outcome of the Appeal Hearing will be confirmed in writing to the employee. There is no further level of appeal.

20. Managing Headteacher's Sickness Absence

- 20.1 In the case of Headteacher sickness absence, the Absence Management Procedure will be managed by the Chair of Governors.
- 20.2 All Sickness Absence Hearings relating to Headteacher sickness absence will be conducted by a nominated Governor and any appeal by the Chair of Governors.

21. Long-Term Sickness Absence Management

- 21.1 Where an employee is or is reasonably expected to be absent from work for four weeks or more (including any period of holiday) or where the employee has been unable to sustain regular and efficient attendance due to a long-term condition they will fall within the scope of the long-term sickness absence management procedure.
- 21.2 It may be appropriate for employees experiencing a psychological illness i.e. stress/anxiety/depression or a musculoskeletal complaint i.e. neck/shoulder/back condition, that an immediate referral to Occupational Health is made.
- 21.3 The school will maintain regular and supportive contact with the employee, which may include regular review meetings to discuss the employee's continuing absence, when the employee may be able to return to work and any reasonable adjustments that the school may be able to make to assist the employee in returning to work. It is a contractual requirement that the employee co-operate with the school during such period of absence.

22. Alternative Venues

- 22.1 In some circumstances where employees are unable to attend a meeting at the school it may be appropriate for management to arrange an alternative venue. This may include the employee's home with their agreement or a neutral venue.

23. Medical Suspension

- 23.1 There are a number of circumstances where it may be necessary to medically suspend an employee.
- 23.2 Reasons for such a decision may include consideration for the protection of the person's own health, as well as the health and welfare of other staff and pupils who may be put at risk by the medical condition of an employee. Occupational Health may recommend medical suspension to management. Any such medical suspension will be on full normal pay and will not be classed as sick leave.
- 23.3 In cases where an employee is suffering from / has suffered from self-harming or suicidal thoughts, the school will undertake a full risk assessment on the risks posed to the employee or others before deciding on whether the employee is fit to be in work. A referral to LADO may be (subject to local authority arrangements) recommended in certain circumstances.

24. When Medical Capability is being considered

- 24.1 If following advice from Occupational Health, it appears that the employee is unlikely to be able to return to their role or to provide regular and efficient attendance within a reasonable period of time, the employee may be invited to attend a medical capability hearing. If an employee does not consent for an Occupational Health referral to be made, the school may proceed with the information available to them.



- 24.2 Prior to a medical capability hearing a preliminary meeting will ordinarily be arranged in order to discuss the following:
- The history of the employee's absence, including the number of absences or duration of absences.
 - Any reasonable adjustments that have been made or considered.
 - If and when the employee may be able to return to work or to provide regular and efficient service.
 - Any redeployment options that have been considered within the school including whether alternative roles could be undertaken with reasonable adjustments or retraining.
 - The up-to-date medical advice.
- 24.3 The employee has the right to be accompanied at this meeting by a trade union representative or work colleague.
- 24.4 If, following the preliminary meeting, management remain of the opinion that the employee is not able to return to work within a reasonable period of time and that their absence cannot be sustained or that the employee will not be able to provide regular and efficient service in accordance with their contract of employment, the employee should be invited to attend a Medical Capability Hearing.
- 24.5 If the employee is unable to attend the preliminary meeting, management may proceed to the medical capability hearing as below.

25. Medical Capability Hearing

- 25.1 The Medical Capability Hearing will be conducted by the Headteacher. The purpose of the Medical Capability Hearing is to consider the viability of the employee's continuing employment with the school. The employee should be given 5 working days' written notification of the hearing.
- 25.2 The Headteacher will consider dismissal on the grounds of medical capability where having considered any medical advice and any representations by the employee the Headteacher reasonably believes that:
- the employee is permanently unfit to work.
 - they are unable to reasonably determine when the employee will be able to return to work or to provide regular and efficient service.
 - the employee is unlikely to be able to provide regular and efficient service.
- 25.3 In the event that an employee has failed to attend appointments with Occupational Health and therefore there is no medical evidence to consider, the Headteacher may make a decision based on the information at the Hearing.
- 25.4 The employee has the right to be accompanied at the Medical Capability Hearing by a colleague or a trade union representative. Any documentation that the employee wishes the Headteacher to consider should be submitted at least 2 working days prior to the Hearing.
- 25.5 In certain situations where medical evidence from an employee is in conflict with the medical evidence from Occupational Health, the school may decide to obtain a further medical report or may prefer either report.
- 25.6 Where an employee fails to attend the Medical Capability Hearing, the hearing may go ahead in their absence.
- 25.7 If the Headteacher decides to terminate the employee's employment on the grounds of Medical Capability, the employee will be informed of the decision to dismiss in writing and the employee will be informed of their right of appeal.



26. Appeals

- 26.1 Any appeal arising as result of a Medical Capability Dismissal should be made in writing to school within 5 working days of receipt of the outcome of the hearing.
- 26.2 If the employee submits an appeal, they will be invited to an Appeal Hearing where their case will be heard by the Chair of Governors. The employee and the school may wish to provide additional medical information for consideration at the Appeal Hearing.
- 26.3 The outcome of the Appeal Hearing will be confirmed in writing to the employee. There is no further level of appeal.

27. Redeployment

- 27.1 There may be some instances where an employee is fit to return to work but not necessarily to the role they were originally employed to undertake. Redeployment is where an employee is transferred into a suitable alternative post which they are able to undertake with or without reasonable adjustments and/or training. In respect of alternative work, managers are advised to look at any existing and near future vacancies in the school in the first instance and discuss these with the employee in terms of their eligibility (including consideration of reasonable adjustments and training, as appropriate).
- 27.2 It will be the decision of the local authority redeployment unit as to whether a school employee will be accepted onto the redeployment register.

28. Ill Health Retirement

- 28.1 It may be possible that an employee who is contributing to the Local Pensions or Teachers' Pensions (TP), could be considered for Ill-Health Retirement. Ill-Health Retirement is when an employee is considered permanently unable to do their job or any comparable job with their employer.

29. Accrual of Annual Leave During Sick Leave

- 29.1 Employees have the right to accrue annual leave during sickness and to take this upon return or carry forward the annual leave into the next leave year. The time an employee takes leave will be agreed by senior leaders in line with the needs of the school. Full time employees are entitled to 28 days (5.6 weeks) of statutory annual leave under the Working Time Regulations 1998. Therefore, the entitlement to statutory annual leave can be offset by any periods of school closure, whether they occur before or after the period of sickness. Where there is insufficient school closure time to allow the statutory annual leave to be taken, the school will allow the employee to carry forward the statutory leave (for up to 18 months from the end of the leave year in which it accrued) to be taken in a school closure, or paid in lieu if employment terminates.
- 29.2 When an employee commences sick leave, the amount of leave an employee has had in the current leave year will be established by the amount of school closure periods that have already occurred during the leave year. If this exceeds the entitlement to statutory annual leave there will be no further entitlement to leave. For more information please speak to your HR Advisor.



Appendix 1 - Trigger points

All staff must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

For all 'teaching staff' employees (i.e. Teachers, HLTA's, Teaching Assistants, Apprentices, Midday Supervisory Assistants) request for absence during term-time school hours must be made through the Absence Request procedure. Absence Request Forms are held in the Front Office. The employee must complete the form with as much detailed information as possible and pass the form to the Headteacher to decide whether to approve and if approved whether it is paid or unpaid. The slip is returned to the employee to state if approve/unapproved paid/unpaid or if there is more information required. The Absence Request form is given to the Deputy Headteacher to organise cover and inform the Bursar to inform payroll.

Please note: If the employee has an appointment made for them (e.g. hospital) which cannot be moved to an out-of-school hours day/time, this request will be considered however, evidence of the appointment must be attached to the form. If the employee has to make an appointment (emergency or non-emergency) they should make every effort to book a time that is out-of-school hours and only when this is impossible they need to make the request, however, as much information as the employee can give helps the Headteacher to make a decision.

The pupils have to be the school's priority. The school will remain impartial and consistent at all times. Each request will be considered on an individual basis. Typical requests include medical appointments, childcare issues, compassionate leave, children's leaver's Event and University Graduations.

For any other Absence Requests outside of the above and that are during term-time school hours the Headteacher will ask the employee to write to the Governing Body who will consider the request and notify the employee in writing.

Monitoring and Tracking of Staff Absences at Amwell View School The Trigger Points are as follows:		
SITUATION	TRIGGER POINTS	ACTION REQUIRED
In any rolling 6-month period:	2 occurrences or more than 3 days	Conversation with your Line Manager.
	3 occurrences or more than 7 days	Formal Meeting with the HR Manager. Attendance Improvement Plan will be put in place together with a written warning.

- 3 or more occurrences of sickness absence in any rolling 6-month period
- 7 or more days' sickness absence in any rolling 12-month period

The Attendance Improvement Plan process will be monitored closely. Failure to improve attendance may be dealt with under the Disciplinary Policy.


Appendix 2 - Sick Pay Entitlement (teachers under the 'burgundy book')

Teachers	
During the first year of service	Full pay for 25 working days and after completing 4 calendar months' service half pay for 50 working days
During the second year of service	Full pay for 50 working days and half pay for 50 working days
During the third year of service	Full pay for 75 days and half pay for 75 working days
During the fourth year and successive years	Full pay for 100 working days and half pay for 100 working days

Note 1: For Teachers, working days are the days defined as "directed time" (currently 195 per academic year). Years of service are based on aggregated service.



Appendix 3 – Sick Pay Entitlement (Support Staff)

2023 Future Workforce Terms

2023 Future Workforce Collective Agreement Support Staff in Community and Voluntary Controlled Settings plus those schools, settings and trusts that have entered into their own collective agreement applicable from 01 April 2024	
During the first year of Local Government service	1 month full pay, and one month's half pay
During the second year of Local Government service	2 months' full pay and 2 months' half pay
During the third year of Local Government service	3 months' full pay and 3 months' half pay
During the fourth year of qualifying service and thereafter	4 months' full pay and 4 months' half pay
During the fifth year of Local Government service	5 months' full pay and 5 months' half pay
During the sixth year of qualifying service and thereafter	6 months' full pay and 6 months' half pay
Additional Disability Leave allowance	Up to 5 extra days paid disability leave per year available to those employees who have a disability defined by the Equality Act 2010.
Additional Pregnancy related sick leave	Up to 5 extra days' paid pregnancy related sick leave for women who experience pregnancy related sickness.
Note 1: For occupational sick pay entitlement record purposes (and without prejudice to the National Council's arrangements for self-certification days and to any local agreements on "qualifying days" for statutory sick pay purposes) "one month" is deemed to be equivalent to 26 working days, Saturday being reckoned in all cases as a working day.	
Note 2: Entitlement is based on continuous service.	



Appendix 4 - Self-Certification Sickness Absence and Return to Work Meeting

This form can be found on our School Staff Portal and should be completed on your first day back to work with your Line Manager or HR Manager.

User Guidance Notes															
This form should be completed using block capitals and placed on the employee's file. In addition, a copy should be given to the employee. Please ensure that you complete all sections of the form.															
Part One-Employee details															
Title	First name					Last name					Initials				
Job Title				Payroll Number											
Part Two - Details of Sickness															
Number of days Absent		Start date of sickness								Last date of sickness					
Working days															
Calendar Days		Please tick this box if the sickness was over 7 calendar days ☐ Please attach a fit note/GP's certificate.													
Part Three – Return to work meeting															
Line Manager's Name															
Date of meeting															
Location of meeting															
People present at meeting															
Back problems	☐	Muscular Skeletal	☐	Stress/Depression/Anxiety	☐										
Carcinoma	☐	Colds	☐	Flu	☐										
Infections	☐	Headache/ Migraine	☐	Eye Disorder	☐										
Ear, Nose & Throat	☐	Urinary Tract infection	☐	Pregnancy Related	☐										
Stomach Aliments	☐	Heart problems	☐	Respiratory/Chest/Asthma	☐										
Other (please specify):															
Details of items discussed															
Risk Assessment reviewed or conducted Yes ☐ / No ☐															



Have any health review prompts been reached? Yes ☐ / No ☐

Health review prompts

- When there are 3 or more instances of absence in any rolling 6 month period
- When an individual accumulates ten or more calendar days absence within any rolling 6 month period
- When an absence appears to have a recognisable pattern, for example frequent absence around a weekend
- When an employees' sickness absence is for a continuous period of at least 28 calendar days
- When there are a series of absences which impact on service delivery
- Has an Attendance Improvement Plan been set recently (this may be set prior to trigger points being met).

Yes ☐ (If yes, consider arranging a formal absence review meeting and inform employee that they *may* be issued a final warning)

No ☐

Attendance Improvement Plan set Yes ☐ / No ☐

Details of support offered / reasonable adjustments offered

Details of the impact of the absence on the employer / employee's workload

Referred to Occupational Health Yes ☐ / No ☐

Part Four – Authorisation

I certify I was absent from work due to sickness as detailed on this form.

Please note: Knowingly making a false statement may result in disciplinary action being taken and sick pay being terminated.

Employee Signature:	Name									
	Date						2	0		
I certify that I have discussed this absence with the employee and that the necessary certifications have been completed.										
Manager Signature:	Name									
	Date						2	0		