



## **Absence from School – All Staff**



### **If you are unable to attend work due to illness, please follow the following procedures**

Please call school (in person) between 8.00am and 8.30am to report your absence on the first day. If the call goes to answer service, please leave a message.

You may text or call the head, but this is 'in additional to' – not 'instead of'.

In the first instance call the school number on: **01495 759679**

Head's number: \*\*\*\*\***8206** (see number in the staffroom)

### **During the first day of absence**

Please call school by 2.30pm to inform the likelihood of date of return so appropriate measures can be put in place for the class thereafter.

You do not need to call daily if you state you will be absent for a given period and return date, e.g. I'll be off for the next 2 days, so back on Thursday.

Sick notes must be sent in to school promptly on receipt.

### **You should then follow the next step below before returning to work**

Please ensure that you contact HT to inform him you are returning to work.

Failure to do so may incur additional costs to the school for supply.

If you are returning after a weekend please inform HT before Sunday wherever possible (pref. Friday if known).

Alternatively if you know you are not returning to school on the Monday please inform HT as soon as possible.

### **In no circumstances should colleagues be 'texted' to forward messages.**

**Texting a colleague does not guarantee that a message has been received by the head or office staff.**

Midday supervisors should call school between 9am and 9.30 to notify of sickness absence.

### **On return to school**

All staff complete the LA absence notification form and return to work forms

An informal back to work interview will take place with the relevant staff member and line manager.

### **Leave of Absence Requests**

If you need time out of school for personal reasons, e.g. appointments, family events please complete the orange form. Forms are stored in the Main Office. Attach details/letters for the appointment to this form. It is important that you submit the form giving at least 5 days' notice so that suitable arrangements can be made or quality assured regarding cover. Staff must not rely on telling colleagues. If staff want to discuss a situation with the head they must bring the completed form and meet the request of 5 days' notice.

Many thanks for your cooperation in this matter.

N Blackburn