

# Managing Absence and Supporting Attendance Policy

---

## History of policy changes/review

Author: Briarwood School

Date	Page	Details of change
August 2015		Created
30/11/2015		Adopted
August 2016	10	Update to Appendix A – Equalities Act
August 2017		Reviewed
August 2018	13	Update to Appendix B – Return to Work Process
March 2021		Update to replace Headteacher with Head of School
October 2021	13	Update to Appendix B - Return to Work Form
October 2021	7	Update to Section 8 Informal Process RTW Meeting
October 2021	All	Update to replace Headteacher with Executive Head
October 2021	14	Appendix C – Update to Absence Reporting Procedures
November 2022	13	Appendix B – Update to Return to Work and Self Certification Form
November 2022	16	Appendix C – Update to Absence Reporting Procedures

## CONTENTS

Policy Statement	4
Management Responsibility / Authority to Dismiss	4
Governors’ responsibilities	4
Executive Head ’s responsibilities	4
Employee’s Responsibilities	5
Role of HR / Occupational Health / Health and Safety	5
Short term absence	6
Long term absence	6
Trigger points for management action	6
Procedure	7
Informal Process - Return to Work (RTW) Meeting	7
Formal Process - Attendance Review Meetings	7
Final Attendance Review Meeting	7
Medical Redeployment	8
Council Wide Redeployment/Re-employment	8
Phased Return to Work	8
Appeal Rights	9
Withdrawal of Delegation	9
Appendix A – Equality Act 2010	10
Definition of disability	10
Managing the Attendance of Disabled Employees	10
Impairment Related Leave	11
Reasonable Adjustments	11
Dismissal of a disabled person	12
Muscular Skeletal / Stress / Mental Health Issues	12
Paid Time Off to Attend Hospital Appointments	12
Pregnancy Related Sickness	12
Absence Due to Accident of Injury at Work	12
Appendix B - Return to Work Meeting Pro Forma	13
Appendix C - Sickness Absence Reporting Procedure	16

---

## PURPOSE OF POLICY

The purpose of this Policy and Procedure is to create a framework of good practice in sickness absence management.

This Policy applies to all employees of Briarwood School.

### Management Responsibility / Authority to Dismiss

In schools with a delegated budget the Governing Body is responsible for the overall management of the school.

#### Authority to Dismiss

Dismissal Hearings are delegated to the Executive Head; if the Executive Head cannot hear a particular case for any reason, the case can be heard by a governor not previously involved in the case.

Appeals to any formal stage of the Managing Sickness and Supporting Attendance Procedure will be heard by a panel of up to 3 governors previously not involved in the case.

## 1 Governors' Responsibilities

- Ensure that there are policies in place for managing attendance fairly and consistently.
- Ensure there is a procedure for reporting sickness absence.
- Hear appeals in accordance with this policy.
- Designate a governor to manage and monitor the Executive Head's absence.
- Inform the relevant LA officer (SIO) of the Executive Head's absence.

## 2 Executive Head's Responsibilities

- Manage the day-to-day attendance of staff.
- Implement the governors' Managing Sickness and Supporting Attendance Policy and Procedure.
- Ensure that relevant Health and Safety policies are adhered to, ensuring that relevant workplace risk assessments are undertaken and reviewed (including stress risk assessments in accordance with school policies).
- Implement a clear procedure for reporting absence and bring to attention of all employees.
- Maintain and agree how personal contact will be maintained with the employee throughout any further absence, retaining confidentiality.
- Establish whether the employee is fit to return to work, with advice from the GP via the employee's fit note and / or Occupational Health.
- Ensure reasonable adjustments are implemented as appropriate.
- Undertake and record return to work meetings.
- Seek HR and/or OH advice regarding obligations under the Equality Act 2010, disability, pregnancy or injury at work absence within the context of the procedure (see Appendix A).
- Monitor and report absence from work to the Governing Body.
- Ensure compliance with self-certification and GP fit note requirements.
- Record management action taken and any discretion exercised e.g. decision to delay taking formal action.
- Inform the employee of his/her right to be accompanied by a trade union representative or work colleague at formal meetings

- Refer employees for OH/counselling appointments as appropriate. Where an employee is awaiting tests or specialist appointments, consideration should be given to the timing of referrals/appointments with OH, so as to limit the number of appointments and associated costs.
- Provide five working days' notice, in writing, of any formal meetings and confirm the outcome in writing.
- Follow up and discuss referrals and medical reports with employees.
- Refer stress, mental ill health, or muscular-skeletal cases to OH immediately.
- Suspend sick pay if there is clear evidence that the employee is abusing the sickness scheme.
- Consider carefully any GP/ OH advice and support phased returns to work wherever possible.
- Where the Executive Head's sickness is the subject the Executive Head's role will be undertaken by a governor.

### 3 Employees' Responsibilities

- Contact site Head of School (HOS) or Administrator prior to normal start time on the first day of absence to inform will not be in work. Continue to contact HOS or Administrator prior to normal start time each day on the first five days of absence with an update, unless otherwise agreed with your manager.
- Maintain and agree how personal contact will be maintained with the HOS (or other designated person) throughout any further absence.
- Participate in return to work meetings to discuss absence/illness and workplace issues impacting upon his/her attendance, and reasonable adjustments to improve his/her attendance at work.
- Attend appointments with OH when requested. Formal disciplinary action may be taken if employees do not comply with this request unless medically unfit to do so (confirmation will be required from the employee's GP).
- Attend formal meetings. If an employee is unable to attend a formal meeting then his/her trade union representative or a work colleague may attend on his/her behalf, or the employee may submit written information.
- Comply with the self/certification and sickness absence notification arrangements (otherwise sick pay may be withheld and/or disciplinary action taken).
- Follow medical advice and avoid activities that may have a detrimental effect on recovery/reoccurrence.
- Record all industrial injuries on the relevant accident forms for staff.

#### Employees are entitled to occupational sick pay if they:

- Contact the school in accordance with the school's sickness absence notification scheme.
- Provide GP fit notes on time.
- Attend OH appointments when requested.

If an employee unreasonably refuses to attend OH appointments, decisions will be based on the information available. This could include action being taken under the formal stages of this procedure.

Occupational sick pay may be withdrawn if an employee abuses the sickness scheme, (NB statutory sick pay is still payable). Any abuse of the sickness scheme will be dealt with under the disciplinary procedure.

### 4 Role of Human Resources (HR), Occupational Health, Health & Safety

The school's HR provider will provide professional advice, guidance and support on the application of the procedure to the governors and Executive Head, on request.

The School's H&S Advisory Service, Delegated Services, are able to provide advice and support in respect of risk assessments and accident reporting.

The school's OH provider will provide advice and guidance to the Executive Head on fitness to undertake the role, reasonable adjustments, medical redeployment, and return to work timescales.

For support staff OH will determine whether the employee meets the requirements of the Pensions' Regulations regarding early retirement on the grounds of medical incapability.

OH can also advise whether or not an application to Teachers' Pension for ill health retirement is supportable, although the decision on granting ill health retirement lies with Teachers' Pensions.

## 5 Short-Term Absence

The employee should phone the site HOS or Administrator every day for the first five working days of absence unless otherwise agreed.

If the absence continues for two working weeks the HOS should arrange a meeting to discuss how long the absence is likely to continue, any treatment / prognosis provided by the GP to date, whether a referral to the school's OH provider and / or counselling is appropriate, and any reasonable support to effect a return to work. Employees absent due to stress / mental ill health, muscular/ skeletal conditions should be referred to OH immediately.

## 6 Long-Term Absence

Long term absence is any sickness lasting four weeks or more. The HOS should agree regular contact with the employee throughout the period of absence.

Consideration should be given to any support or reasonable adjustments that can be made to enable the employee to return to work. This will include considering advice from the GP on the employee's fit note.

If an employee has not been referred to OH after three to four weeks' absence, a referral should be considered.

Where an employee is unable to return to work within a reasonable timescale, the employee may be dismissed on the grounds of medical incapability. Where OH advise that the employee is unable to return to his/her post on the grounds of medical incapability the Executive Head/governors must consider the employee's continued employment at the school.

## 7 Trigger Points for Management Action

Where an employee's absence (including long term absence) reaches the following levels (pro rata for part-time staff):

- 5 working days' absence within the last 2 terms or
- 3 separate incidents of absence within the last 2 terms, or
- 10 days within the previous 12 months.

The HOS will hold a formal attendance review meeting with the employee unless the HOS has exercised their discretion not to hold a meeting (see below).

The governing body may adjust the triggers for disabled employees (as a reasonable adjustment), or those who have had an industrial injury. Pregnancy related sickness should be disregarded for the purposes of the triggers.

### Procedure

## 8 Informal Process - Return to Work (RTW) Meeting

Following every absence the line manager must hold a return to work meeting to update the employee on workplace issues, discuss whether any reasonable adjustments are required, and discuss any other issues that may help the employee to maintain or improve his/her attendance. The line manager should also review and discuss the employee's sickness absences over the previous 12 months, and identify whether there are any underlying conditions for which OH advice may be required, or whether any patterns of absence are apparent (e.g. Mondays/Fridays). Senior Administrators will email the proforma for the line manager to complete electronically and return as per the instructions on the form.

Return to Work Form – Appendix B

In cases of long term sickness, return to work meetings may be held before the return to work to ensure there is time to implement OH advice, reasonable adjustments etc.

## 9 Formal Process - Attendance Review Meetings

These should take place unless discretion has been exercised when: -

- an employee has reached any of the trigger points;
- and/or when an OH report has been received;
- and/or when an employee's attendance is causing concern;
- and/or as a follow up to a previous formal review of attendance meeting (e.g. if there is insufficient improvement in attendance over the agreed review period, following a previous attendance review meeting, and/or another OH report has been received)

The employee should be given five days' notice of an Attendance Review Meeting and is entitled to be accompanied by a trade union representative or workplace colleague. If a union representative is unavailable, then the meeting should normally be rearranged within five working days.

At these meetings, the employee's attendance record will be reviewed with the employee and there should be a discussion of any underlying reasons for the absences.

The meeting could result in one or more of the following outcomes:

- No further action.
- Create a support package to assist a return to work. This could be based on e.g. reasonable adjustments, following a discussion any comments from the GP on the employee's fit note,
- Arrange a future meeting to review or allow a further period of monitoring.
- Adjourn the meeting, pending further advice.
- Issue a warning, which will remain current for 12 months, and set a further review date.
- Suspend sick pay (as set out in the Executive Head's responsibilities above).
- Other action, as appropriate (The school may want to take advice from its HR provider).

The outcome of the meeting will be followed up in writing.

## 10 Final Attendance Review Meeting

This is the final stage of the procedure. It should be held when:

- There has been insufficient improvement in the employee’s attendance since the previous formal attendance review meeting(s).
- OH have advised that the employee will not be able to return to work within a reasonable timescale.
- OH has recommended early retirement on the grounds of medical incapability for a member of the support staff.
- OH identify that the employee is medically unfit to undertake his / her substantive post but is well enough to undertake another role (see Medical Redeployment below).

The final review will be undertaken by the Executive Head\* (see Management Responsibility/Authority to Dismiss) or nominated governor(s). Your HR provider should support the Executive Head or governors and a representative of BCC (Trading with Schools HR Team) must also be invited to this meeting.

The purpose of the meeting will be to review: the attendance record, up to date medical advice (from your OH provider, GP, Specialists), any reasonable adjustments implemented, and to determine whether or not the employee should be dismissed on the basis of:

- Medical incapability and/or;
- Continuing unsatisfactory level of sickness absence;
- Unreasonable refusal to consider medical redeployment.

Employees are entitled to full pay during their contractual or statutory notice.

## 11 Medical Redeployment

This applies where the school’s OH provider recommends that the employee is medically unfit (or soon will be) to undertake his/her substantive post, but may be fit to undertake an alternative role.

Where medical redeployment is advised by the school’s OH provider, the school will attempt to redeploy to a suitable alternative post within the school as an alternative to dismissal in consultation with the employee.

## 12 Council-Wide Redeployment/Re-employment

Where it is not possible to redeploy the employee within the school, the school may consider buying into the City Council’s redeployment scheme.

## 13 Phased Return to Work

A GP and/or OH may recommend a phased return to work, even when an employee has been absent for a short time.

The Executive Head has discretion to agree a phased return.

If an employee has been off sick long-term, s/he may return to work on a phased basis for up to six working weeks. If a GP recommends that the phased return should last longer than six weeks then advice should be sought from the school’s OH and HR providers.

During the phased return the Executive Head has discretion to determine to pay the employee for:

- the hours worked, with the remainder of his/her normal hours paid from his/her sick pay entitlement, or;
- his/her full contractual pay irrespective of the phased hours worked.



By the end of the phased return the employee should be undertaking his/her full duties and full contractual hours.

## **14 Appeal Rights**

The employee has the right to appeal against dismissal or any absence warning given under the formal stages of this procedure.

Appeals must be submitted in writing, within five working days of receipt of the written confirmation of the warning or dismissal.

Appeals will be heard by a panel of governors.\*(See Management Responsibility/Authority to Dismiss)

The employee is entitled to be represented at appeal by a trade union representative or work colleague.

A school's HR provider should advise the panel at any appeal.

Where dismissal is potentially an outcome, or an earlier dismissal decision could be upheld, a representative of Bristol City Council (Trading with Schools HR) must be invited to the hearing.

## **15 Withdrawal of delegation**

In the event that the governors' delegated authority is withdrawn, this procedure will remain in place, but the decision-making authority for dismissal and any appeals against dismissal will return to the Local Authority in the place of the Executive Head and governors

---

## Appendix A

### Equality Act (2010)

Under the Act, it is unlawful to discriminate against a disabled person for reasons related to their disability. If an employee complains to a Tribunal that they have been unlawfully treated and this complaint is upheld, unlimited compensation can be awarded.

### Definition of Disability

An employee is covered by the Equality Act 2010 if s/he has a physical or mental impairment, which has a substantial and long term adverse effect upon his/her ability to carry out normal day to day activities. For the purposes of the Act the illness or condition is considered long term if it has lasted, or could last 12 months.

Physical impairments include some impairments that affect the senses, e.g. hearing or sight.

Some re-occurring conditions are covered by the Equality Act 2010, for example some back injuries and conditions where there are periods of remission, such as multiple sclerosis, cancer.

An impairment affects a person's ability to carry out normal day-to-day activities if it affects one of the following;

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate learn or understand
- Perception of risk of physical danger.

The definition of disability applies to employees with progressive conditions of HIV, multiple sclerosis and cancer from the point of diagnosis. Employees with a mental illness are also protected even if their illness is not a clinically recognised illness (e.g. stress)

Your OH provider will be able to advise whether an employee is covered by the Equality Act 2010, but ultimately it is a legal question determined by an Employment Tribunal.

### Managing the Attendance of Disabled Employees

#### The school should:

- Seek advice from its HR provider.
- Consult with the employee at an early stage and seek medical advice regarding reasonable adjustments which may support an employee's attendance.
- Implement all reasonable adjustments (see below).
- Allow a reasonable monitoring period following the implementation of any reasonable adjustments.
- Record absences such as impairment related leave for medical appointments and impairment related sick leave separately from non-disability related absences.
- Consider whether it could be a reasonable adjustment to increase the trigger points.
- Record the reasons why formal action under the Managing Sickness and Supporting Attendance Policy and Procedure is necessary, if the level of absence (including disability related absences) is considered unacceptable.

- Consult with the Occupational Health provider regarding the option of medical redeployment prior to any dismissal.

## Impairment Related Leave

Disabled staff who come under the Equality Act 2010 definition outlined above will be able to take time off for treatment, rehabilitation or assessment concerned with their impairments e.g.

- Having a hearing aid tested
- Attending training with an assistance dog
- Hospital check ups
- Assessments e.g. dyslexia
- Counselling for someone with a mental health/emotional distress issue
- Hospital treatment as an outpatient
- Dialysis treatment
- Physiotherapy sessions

Wherever possible, appointments should be arranged at a time which will provide the minimum disruption to the work place. Disabled employees should request time off in writing, preferably on the attached form, which should be authorised and signed by the Executive Head.

Impairment related leave should also be recorded as such on the weekly absence returns and payment will be as normal (i.e. not subject to the provisions of the sick pay scheme).

## Reasonable Adjustments

Under the Act, employers have a legal duty to make “reasonable adjustments” where any aspect of working arrangements may place a disabled person at a substantial disadvantage from those who are not disabled.

A range of “reasonable adjustments” that an employer may need to make are specified by the Act. These include:

- Accepting that an employee may need some absence from work
- Making adjustments to premises
- Allocating some of the disabled person’s duties to another person
- Transferring the person to fill an existing vacancy
- Adjusting working hours
- Relocation
- Giving the person, or other team members, training
- Acquiring or modifying equipment
- Modifying instructions or reference manuals
- Providing a reader or interpreter
- Modifying procedures for testing or assessment
- Ensuring adequate monitoring
- Adjusting trigger points

Where the adjustment is “not reasonable”, the school need not carry it out. Factors to consider when determining whether an adjustment is reasonable include:

- The extent to which it is practical to make the adjustment
- The financial and other costs incurred in making the adjustment and the extent to which it would disrupt activities

- The extent of the school's financial and other resources
- The availability of financial assistance to make the adjustment.

Advice should be sought from the school's HR provider, before taking a view that an adjustment will not be implemented, because it is considered "not reasonable."

### **Dismissal of a Disabled person**

Under the Act, dismissal, including compulsory ill health retirement, of a disabled person for a reason relating to the disability needs to be justified and the reason for it has to be one which could not be removed by any reasonable adjustment.

### **Muscular/Skeletal/Stress/ Mental Ill health Issues Muscular/Skeletal/Stress Issues**

Employees will be referred to OH immediately for absences relating to any of the above e.g. back injuries, arthritis, rheumatism, upper limb disorder, stress and depression. Immediate referral will enable OH to quickly identify measures to support the employee and facilitate a speedy return to work.

### **Paid Time Off to Attend Hospital Appointments**

Paid time off to attend hospital appointments (in connection with a disability) should be given unless it is unreasonable, taking into account the needs of the service. Heads of School may ask for evidence of the appointment – e.g. letter/ appointment card.

### **Pregnancy Related Sickness**

All pregnancy related absences (this includes sickness absence as a result of a miscarriage) will be recorded in the normal manner and return to work meetings held, but are disregarded for the purpose of determining whether the employee has hit an absence trigger. If such absences become excessive, the employee can be referred to OH.

Heads of School are reminded that women have the right not be subjected to unfair treatment at work because of pregnancy or childbirth, maternity suspension on health and safety grounds, or for exercising their right to take maternity leave.

### **Absence due to Accident or Injury at Work (including work related stress)**

Heads of School should still hold a return to work meeting with the employee. Where information has been gathered as a result of an investigation into the accident it will be unnecessary to duplicate this at the interview. The procedures for long-term sickness absence should be followed as appropriate.

Unions recommend that their members should be accompanied by a Senior Trade Union Representative in these circumstances.

Pay during absence resulting from an industrial injury/disease should be recorded separately, as it is treated separately from an employee's sick pay entitlement.

Heads of School should also refer to employee conditions of service (e.g. Burgundy Book and Green Book) regarding sick pay and injury allowance entitlements. Advice is available from your HR provider.

## Appendix B – Sickness Absence Return to Work and Self Certification

### Information

After every period of sickness absence, including part of a day, you must complete this form to ensure your sick pay entitlements are calculated and paid correctly and that you and your Line Manager can agree your fitness to return to work. **Please complete pages 2 & 3 and sign the declaration.** To claim Sick Pay the completed form must be submitted to your appropriate Reception Office on your first day back at work.

<b>Full name</b>			
<b>First day and date of absence</b> (this may be a non-working day)			
<b>Last day and date of absence</b> (this may be a non-working day)			
<b>Number or working days lost through sickness absence</b> (including part days)			
<b>Return to Work Interview;</b> Work related, muscular-skeletal, mental health related absences and when a trigger is reached will automatically require a return to work interview. If your absence was <b>NOT</b> related to these categories, would you like to request a return to work interview?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Declaration</b> I confirm this information is true and accurate. I am aware this form will be added to my personnel record.			
<b>Signed</b>	<b>Date</b>		

### Reason for Absence

If more than one category applies, please highlight all relevant. You must complete the section below even if a doctor's certificate has already been supplied. If needed add specific information in the further information box.

Category of illness	Examples – please highlight	Further information
<b>Muscular-skeletal: Back &amp; neck</b>	Sprains, strain, whiplash, slipped disc, trapped nerve	
<b>Other muscular-skeletal problems</b>	Legs, feet, arms, hands, broken bones, sprains and joint problems, arthritis	
<b>Eye, ear, nose &amp; mouth/dental</b>	Eye/ear/dental pain, conjunctivitis, loss of hearing/vision, sinusitis	
<b>Chest, respiratory</b>	Asthma, bronchitis hay fever, chest infections	
<b>Heart, blood pressure, circulation</b>	High cholesterol/blood pressure	
<b>Infections - All viruses &amp; viral infections</b>	Flu, cold, cough, throat infections, sore throats	
<b>Neurological</b>	Headaches & migraines, epilepsy, fainting, concussion, blackouts, dizzy spells	
<b>Mental health</b>	Stress, depression, anxiety, nervous disorder, insomnia, exhaustion, other mental health	
<b>Genital-urinary</b>	Urinary infection, period pain or menstrual, gynaecological/genital conditions	
<b>Pregnancy related</b>	Excluding Maternity Leave	
<b>Stomach, liver, kidney, digestion</b>	Diarrhoea, food poisoning, vomiting, other gastro-intestinal illnesses, IBS, Crohns	
<b>Other Please detail</b>	Use where other categories cannot be applied	

### Work related absence

**Absences related to stress, depression, anxiety, mental health**

Do you consider your sickness absence to be <b>work related</b> ? <i>Tick as appropriate</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "YES", please give further details and complete the boxes below. If "NO", move to the next section.		
Has a Form 1 been completed and signed by a senior member of staff?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you consult a Doctor/other medical professional in regard to your injury?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you believe you are fully fit for work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you do not believe you are fit for work, are you requesting the school considers a temporary adjustment to support your return to work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered yes to the last question this will need to be supported by medical evidence and will require a return to work interview with your line manager, the completion of a Risk Assessment and may require an Occupational Health Assessment.		
Do you consider your sickness absence to be related to <b>stress, depression, anxiety or mental health</b> ? <i>Tick as appropriate</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "YES", please give further details and complete the boxes below. If "NO", move to the next section.		
Have you sought / are you receiving support from a Doctor / other medical professional / organisation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you consider work to be the cause of your recent sickness absence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you believe you are fully fit for work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you do not believe you are fit for work, are you requesting the school considers a temporary adjustment to support your return to work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered yes to the last question this will require a return to work interview with your line manager, an Occupational Health Assessment and the completion of a Stress Risk Assessment.		

**Non-work related absence**

Do you consider your sickness absence to be <b>unrelated to work</b> ? <i>Tick as appropriate</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "YES", please give further details and complete the boxes below.		
Have you sought / are you receiving support from a Doctor / other medical professional / organisation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you believe you are fully fit for work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you do not believe you are fit for work, are you requesting the school considers a temporary adjustment to support your return to work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered yes to the last question this will require a return to work interview with your line manager, an Occupational Health Assessment and the completion of a stress Risk Assessment.		

## Office Use Only

Date RTW/Self-Certification Form received:	
--	--

Return to work interview required? A RTW is compulsory when a trigger is reached	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Muscular-Skeletal	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Work related	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Mental health	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Pregnancy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employee requested	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If the answer to any of these is yes, this form must be passed to the Head of School and HR ( <a href="mailto:hr.briarwoodSP@bristol-schools.uk">hr.briarwoodSP@bristol-schools.uk</a> )		

Trigger Point reached? A RTW is compulsory when a trigger is reached	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5 days absence within the previous 2 terms	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3 separate incidents of absence within the previous 2 terms	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10 days within the previous 12 months	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If the answer to any of these is yes, this form must be passed to the Head of School and HR ( <a href="mailto:hr.briarwoodSP@bristol-schools.uk">hr.briarwoodSP@bristol-schools.uk</a> ). An attendance Review Meeting will be held with Head of School – employees should be given at least 5 working days notice, in writing.		

All other completed forms should be filed in individual staff files.

Administrator name		
Signed	Date sent or filed	

---

## Line Manager Use Only (if RTW interview required/requested)

RTW Interview Date:

Line Manager Comments:

Employee Comments:

Line Manager Signature:

---

## Appendix C - Sickness Absence Reporting Procedure

### Absence Reporting Procedure

To report absence please call:

**0117 353 2651**

Employees should report sickness in accordance with the following procedure in order to claim sick pay.

- The Pastoral Admin Co-Ordinator should be informed asap on the first day of absence 1.5 hrs prior to the normal commencement time; but **no later than 7.30 a.m.** The employee should speak to the Pastoral Admin Co-Ordinator or if unavailable, the Head of School. Text messaging, social media, and email should **not be used** to inform the school of absence. Messages left on school answerphone are acceptable, stating name, site worked, and specific reason for absence – do not state generic “unwell”.
- The employee must phone to confirm their continued absence by 3.00 pm or they will be expected to return to work the following day.
- If absence continues, employees **must** contact the Pastoral Admin Co-Ordinator every day for the first FIVE working days of sickness, unless otherwise agreed with the Pastoral Admin Co-Ordinator or Head of School.
- Upon return to work the employee **must** complete and sign a return to work and self-certification form detailing the reasons for all absences up to and including seven days (including weekends) and return to the Head of School. Sick pay will be delayed until the form is completed and returned.
- The employee **must** submit a fit note (from their GP) to the Head of School not later than the EIGHTH day of absence. Certificates arriving later than the eighth day will be investigated and appropriate action taken. Late submission of a sick note may result in occupational sick pay/SSP being delayed because the absence has been recorded as unauthorised and unpaid.
- The employee **must** submit subsequent fit notes as necessary, not later than the expiry of the existing note. If certificates arrive later, this will be investigated and appropriate action taken. Late submission of a sick note may result in occupational sick pay / SSP being delayed because the absence has been recorded as unauthorised and unpaid.
- In cases where a fit note covers a period exceeding fourteen days or where more than one fit note is necessary, the employee must submit a fit note indicating their fitness to return to work, with any GP recommendations for adjustments **before** returning to work.

Employees are entitled to claim sick pay when absent under the scheme providing they comply with the above sickness absence reporting procedure.

The employee must attend OH appointments as required. If an employee refuses to attend appointments it may result in further action being taken under the formal stages of the Managing Attendance Policy without the benefit of up-to-date medical advice. This could include action up to and including dismissal.

If an employee fails to attend an arranged appointment, action may be taken under the disciplinary procedure.

Although statutory sick pay is still payable, occupational sick pay may be suspended if an employee abuses the sickness scheme. Abuse of the sickness scheme will also include action under the disciplinary procedure.



## Absence Reporting Procedure

### ELT, SLT, Operational Support Staff – call 0117 3532651

Employees should report sickness in accordance with the following procedure in order to claim sick pay.

- The Pastoral Co-Ordinator should be informed asap on the first day of absence 1.5 hrs prior to the normal commencement time; but **no later than 7.30 a.m.** The employee should speak to the Pastoral Co-Ordinator or if unavailable, their line manager. Text messaging, social media, and email should **not be used** to inform the school of absence. Messages left on school answerphone are acceptable, stating name and specific reason for absence – do not state generic “unwell”.
- Pastoral Co-Ordinator to circulate email to ELT/SLT/Operational Support team detailing colleague(s) absence to aid communication.
- The employee must phone to confirm their continued absence by 3.00 pm or they will be expected to return to work the following day.
- If absence continues, employees **must** contact the Pastoral Co-Ordinator every day for the first FIVE working days of sickness, unless otherwise agreed with the Pastoral Co-Ordinator or line manager.
- Upon return to work the employee **must** complete and sign a return to work and self-certification form detailing the reasons for all absences up to and including seven days (including weekends) and return to their line manager/HR. Sick pay will be delayed until the form is completed and returned.
- The employee **must** submit a fit note (from their GP) to their line manager/HR no later than the EIGHTH day of absence. Certificates arriving later than the eighth day will be investigated and appropriate action taken. Late submission of a sick note may result in occupational sick pay/SSP being delayed because the absence has been recorded as unauthorised and unpaid.
- The employee **must** submit subsequent fit notes as necessary, not later than the expiry of the existing note. If certificates arrive later, this will be investigated and appropriate action taken. Late submission of a sick note may result in occupation sick pay / SSP being delayed because the absence has been recorded as unauthorised and unpaid.
- In cases where a fit note covers a period exceeding fourteen days or where more than one fit note is necessary, the employee must submit a fit note indicating their fitness to return to work, with any GP recommendations for adjustments **before** returning to work.

Employees are entitled to claim sick pay when absent under the scheme providing they comply with the above sickness absence reporting procedure.

The employee must attend OH appointments as required. If an employee refuses to attend appointments it may result in further action being taken under the formal stages of the Managing Attendance Policy without the benefit of up-to-date medical advice. This could include action up to and including dismissal. If an employee fails to attend an arranged appointment, action may be taken under the disciplinary procedure.

Although statutory sick pay is still payable, occupational sick pay may be suspended if an employee abuses the sickness scheme. Abuse of the sickness scheme will also include action under the disciplinary procedure.