



TEACHING STAFF ATTENDANCE POLICY

*“The quality of teaching is a strength of the school”
Pupils “respond very well to the high level of teachers’ commitment” (OFSTED 1999)*

Guiding Principle

The staff at our school are dedicated and hardworking. Teachers are our most valuable resource and each teacher provides a unique experience for every class they teach. The great majority of the teaching staff take pride in the service they provide to their pupils and therefore their attendance record is rarely less than 100%. Occasionally staff are unable to be in school. This affects us all. As a school that “achieves through caring” we wish to support staff to meet their professional commitments well and therefore realise fully the potential of all our pupils.

The Teaching Staff Attendance Policy is about:

- Stating the procedure for staff absence
- Clarifying the legal attendance requirements for all staff
- Supporting individuals who may, from time to time, find full time attendance difficult for a variety of reasons
- Providing guidelines for maternity and other ‘leaves’
- Protecting our pupils from the consequences of long term absence
- Supporting individuals in the return to work following absence
- Giving all staff a broad guide to staff ‘cover’

Legal Attendance Requirements for all Teaching Staff

Since the implementation of the Education Order of 1987 a teacher must be available for work for 195 days in any school year. The teaching day begins at 8.45am and finishes at 3.40pm. Teachers are required to be present at school a minimum of 10 minutes prior to the start of the morning session and for 10 minutes after the end of afternoon school.

Directed Time Calendar

Teachers are required to fulfil on average, 1234.3 hours of directed time. Additional duties are covered by the Senior Management Team, the Heads of Departments, the Heads of Year and the Assistant Heads of Year.

Absence and Cover for Staff

(Arranged Absence – known in advance)

All staff must complete the 'Request for Staff leave of Absence' forms as soon as the absence is known. The earlier that the school is informed of the absence the easier it is to arrange appropriate cover.

On the 'Request for Staff leave of Absence' forms teachers should indicate clearly:

- The date/s of absence
- The Teaching groups in terms of Year and ability (broadly)
- The room/s used
- Any 'cause for concern' issues or pupils
- Arrangements for duty 'swaps' (applies only to full time teaching staff)
- The HOD signature

These forms must be sent to Ruth Lloyd. Once absence is agreed, Helen Biggs (Office Manager) will process the form, arrange cover and return the slip at the base of the form to you indicating cover has been arranged.

It is always our intention to minimise the time that teachers spend out of the classroom. Wherever possible staff should arrange medical, dental, legal etc, appointments out of school time. If appointments have been made during school time (including Non-contact time) the school reserves the right to refuse paid leave to attend such appointments except at the discretion of the Headteacher.

The Setting of Work

Arranged Absence: It is assumed that teachers will set manageable work for classes they would normally take. Class lists should also be provided.

Unanticipated Absence: Unless faced with an emergency or sudden and incapacitating illness most teachers will be able to set manageable work for classes they would normally take and provide the class lists required.

Day Four of Cover

It is very difficult for absent staff to set work for their classes beyond the third day of absence given that they would be unaware of the pace of the lessons covered or the point or points the work has reached. From day four of absence it will therefore fall to the Head of Department to set or delegate another member of the department to set appropriate work. Please note that the **responsibility** for the work set remains the Head of Departments.

Return to School

When a teacher is absent for 1 day the Head of Department will speak with them on their return to school to ensure that continuity of lessons has been maintained. Should the Head of Department feel that the teacher has returned prematurely they will inform the Head Teacher immediately who will then decide if the teacher is fit for work.

On the second day of absence the teacher will be telephoned to keep the school up to date.

When a teacher is absent for 2 days the Head of Department will speak with them on their return to school to ensure that continuity of lessons has been maintained. Should the Head of Department feel that the teacher has returned prematurely they will inform the Head Teacher immediately who will then decide if the teacher fit for work.

On the third day of absence the teacher will be telephoned to keep the school up to date. On the teachers' return to school they will have a 'return to work' interview held by their line manager (Leadership Group). The purpose of this is to ensure that the teacher has not returned prematurely and is fully prepared to undertake a full timetable. Should the Senior Manager feel that the teacher has returned prematurely they will inform the Head Teacher immediately who will then decide if the teacher is fit for work.

SMT Line Manager	Department
English	D L Sheppard
Maths	W G Davies
Science	W G Davies
Technology	W G Davies
ICT/GNVQ	F O'Brien
Humanities	J Glover
Modern Languages	D L Sheppard
Creative Studies	W G Davies
PE	F O'Brien
Learning Support	J Glover

Governors Right of Information

The Headteacher must inform the Governing body of the attendance of all staff. The Headteacher is responsible for the attendance policy of the school and must ensure that any teacher absent for 3 days or more in any Half term is given a 'return to work' interview. Where absence exceeds 18 sessions in any school year the Headteacher is expected to monitor and report to the Governing body the attendance of the teacher concerned.

Circumstances of Absence

Please discuss with your Line Manager (Leadership Group) *any* planned absence. In the event of a family or medical emergency seek the advice as soon as is possible of the Department Line Manager (Leadership Group).

Cover Categories:

No	Code	Description	Supply Arrangements
1	INS	INSET (Staff Development)	Immediate Supply Cover
2	LAA	Long Anticipated Absence (e.g. maternity leave)	Immediate Supply Cover
3	LUA	Long Unanticipated Absence (e.g. car accident)	Internal cover for the first 3 days; supply cover from day 4
4	STR	School/Field trips	Some internal cover will be unavoidable. This will be kept to a minimum and supply cover used wherever possible. Teachers relieved of classes will be requested to cover classes of colleagues on the trip.

Cover Categories continued:

5	PAB	<ul style="list-style-type: none"> • Personal Absence – for 1 day or more • Personal Absence – appointments for dentists/doctors etc., 	Internal cover for the first 3 days; supply cover from day 4 These should be scheduled out of school time but if an emergency appointment is needed staff should book these in NCT. If this is unavoidable then cover will be internal.
6	SDP	Absences which involve activities associated with teachers professional role e.g. exam' board meetings	Immediate Supply cover
7	PLD/UD	Public and/or Union duties	Immediate Supply cover
8	ILL	Illness	Internal cover for the first 3 days; supply cover from day 4
9	MA	Multiple Absence: Given the size of the staff this will occur when more than 5 staff are absent all on the same day without compensatory supply cover.	Where possible, the sixth and subsequent person will be covered by supply and/or SMT members.
10	LWP	Leave without pay (This will need Governing body approval)	Immediate Supply cover
11	HTF	Absence caused by the direct instigation of the Head teacher, or specific school policy (e.g. Annual review/Lesson Observations)	Immediate Supply Cover or cover by SMT members.

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March 2003