

# **POLICY STATEMENT: STAFF ABSENCE**

## **RATIONALE**

This policy is designed to ensure as much professional assistance as possible to staff who wish to communicate with school when they are absent.

## **PURPOSE**

It also seeks to minimise the disruption caused to the pupils' learning programmes, and in so doing ease a colleague's return to the classroom.

## **GUIDELINES**

- In the case of personal illness messages, these are received by the DHC directly via a designated telephone number. This is placed in the Staff Handbook. Messages are taped, confidentially, making it possible to make such calls at any time following the end of the school day. The DHC is responsible for making necessary arrangements to ensure that cover is provided.
- The Head of Year is responsible for making arrangements relating to pupil registration periods, and there are staff attached to Year Teams to facilitate this process.
- Staff are asked not to delegate responsibility for absence messages to a colleague if this is at all possible, because this may be delayed for unforeseen reasons such as unavoidable delay or illness of that colleague on the day in question.
- It is anticipated that work will be set for the groups involved. Staff are asked to communicate this work via a colleague or via the school office. In extreme circumstances the Head of Faculty will set work for the groups involved.
- Absence is recorded confidentially according to Government Regulations, and using the South Gloucestershire procedure. A Doctor's Note is required if the absence extends to the seventh day.
- Colleagues are asked to communicate regularly with school during absence. The DHC will need to know when staff expect to return to work, in advance, to avoid the making of unnecessary arrangements. Staff are asked to report to the DHC on return.
- Where the absence extends to a third day the DHC will make every effort to obtain a Supply Teacher of the same teaching subject. This will depend mostly on the amount of notice given, but will also obviously depend on the availability of supply staff.
- The Head has delegated responsibility to the DHC regarding permission for absence relating to matters other than illness.

## **CONCLUSION**

This policy supports staff and pupils at times of illness, and above all ensures that lessons can continue in as normal a way as humanly possible. It relies upon and seeks to maintain the high level of staff commitment ,which both visiting Supply Staff and colleagues who cover lessons, regularly acknowledge.

N R Lowdon  
First issued October 1993  
Revised September 1997

E W Lyne  
Revised Sept 2005