

Local Negotiating Committee for Teachers – Agreement No.6

Guidance for Head Teachers on the use of the Attendance Management Policy in Relation to Teaching Staff

Agreed at LNCT – 15 December 2009

Approved by Committee – 13 January 2010

Revised – 25 September 2014 to ensure compliance with Attendance Management Policy-

1. Introduction

- 1.1 This document sets out the procedure to be followed by Head Teachers when managing the attendance of employees following periods of absence.
- 1.2 The guidance has been developed to provide a departmental procedural summary of the Attendance Management Policy. The Attendance Management Policy, supporting Procedures and information notes should be read in conjunction with this guidance. These documents can be downloaded from the HR&OD Knowledge: <http://newintranet.west-dunbarton.gov.uk/hr-od/attendance-management-information/>
- 1.3 Further support or advice on attendance management issues is available from the Human Resources (HR) Section within Corporate Services.

2. Managing attendance

- 2.1 Managing attendance is a top priority for the Council to ensure improved Council performance; provide cost effective services and also support employees with health concerns.
- 2.2 The responsibility for the management of absence lies with the Head Teacher, although this may be delegated to a nominated officer in line with undernoted Scheme of Delegation .

Level of Action	Teaching Staff in a Secondary School	Teaching Staff in a Primary School with Depute Head Teacher	Teaching Staff in a Primary School with no Depute Head Teacher
Stage 1 - Formal Attendance Improvement Note	Principal Teacher	Depute Head Teacher	Head Teacher
Appeal	Depute Head Teacher	Head Teacher	Head of Service
Stage 2 - Formal Attendance Improvement Note	Principal Teacher	Depute Head Teacher	Head Teacher

Appeal	Depute Head Teacher	Head Teacher	Head of Service
Stage 3 – Final Formal Attendance Improvement Note	Head Teacher	Head Teacher	Head Teacher
Appeal	Head of Service Or nominee	Head of Service /or nominee	Head of Service/ or nominee
Dismissal	Director Or nominee	Director/ or nominee	Director /or nominee
Appeal	Council Appeals Committee	Council Appeals Committee	Council Appeals Committee

The responsibility for conducting attendance interviews / meetings can be agreed as appropriate

3. Process

Reporting and Recording Keeping

- 3.1 An attendance record should be maintained for all employees and kept updated with absences. The SEEMIS management information system is used to record this information for teaching staff, along with manual records. Stop/start forms indicating the date the absence commences and the date the absence ends, should be completed and passed to the HR Service Centre as quickly as possible.
- 3.2 Employees are required to make contact with the school on the 1st, 4th and 8th working day of absence. Due to the operational requirements of schools, individuals are required to contact the school/establishment as early as possible before their normal start time, to enable cover arrangements to be made.
- 3.3 If an employee reports that they are unable to attend work due to stress the Head Teacher (nominated officer) should immediately issue them with a Stress Risk Assessment form. Guidance on the Stress Management process is available from the HR&OD Knowledge Portal on the intranet.
- 3.4 Head Teachers (or nominated officer) should ensure that a confidential case file (paper or electronic) is kept when managing an employee's absence. This should include all correspondence with the employee, notes of any meetings, outcome letters and any appeal documentation. Templates for correspondence are available from the HR&OD Knowledge Portal on the Intranet.

Contact during Absence

- 3.5 It is important that the Head Teacher (nominated officer) maintains regular contact with employees who are absent from work. This ensures that the Manager has the most up to date information related to the absence, can plan temporary cover to ensure continuity of service, and also ensure the employee does not feel isolated. Refer to section 2.2.of the Attendance Management Procedure for guidance on the timescales for contact.

Return to Work

- 3.6 Regardless of the reason for the absence a return to work discussion will be held, by the Head Teacher (nominated officer), after **every** occasion of absence in order

to confirm the employee's fitness to return; offer any help where appropriate and pass on information regarding workload, etc before countersigning the self certificate/return to work discussion form.

3.7 The return to work discussion should take place **on the day** the employee returns to work or as soon as practicably possible thereafter if the Head Teacher (nominated officer) is unavailable. Details of the discussion should be recorded using the Return to Work Discussion form, and held securely by the Head Teacher (nominated officer). The template return to work discussion form is available from the HR&OD Knowledge Portal on the intranet.

3.8 At the return to work discussion, the employee should be informed if they have met an absence trigger and that an Attendance Review Meeting will be scheduled:

- 3 occasions of absence in a rolling 6 month period or;
- 5 occasions of absence in a rolling 12 month period or;
- 12 days in a rolling 12 month period. *

* Number of days trigger will be pro-rated for part time workers as follows:

No of Days Worked Per week	Trigger
2	5 working days
3	8 working days
4	10 working days
5	12 working days

Attendance Review Meetings

3.9 Attendance Review Meetings will be arranged when an employee has reached a trigger within the Attendance Management Policy. They should also be arranged at appropriate intervals during a period of long term absence.

3.10 Guidance on conducting an Attendance Review Meeting is contained within section 2.5 of the Attendance Management Procedure.

3.11 Head Teachers (nominated officers) should seek advice from Human Resources where an employee reaches the following stages.

- Formal Stage 2
- Formal Stage 3
- Formal Stage 4
- Long Term Absence

3.12 Human Resources will normally be in attendance at meetings dealing with the above stages. At **all** Attendance Review Meetings employees have the right to be accompanied as set out in the Attendance Management Policy (see section 2.6 of the Attendance Management Procedure).

4. Occupational Health

4.1 A referral for a medical opinion from Occupational Health Services should be made in the following circumstances:

- Where an employee's absence exceeds or is likely to exceed 21 calendar days
- Where there are concerns over a pattern of absence or unacceptable levels of short term absence
- If an employee indicates that they are suffering from stress or musculo-skeletal condition an immediate referral should be made
- Employee's health is affecting their ability to do their job
- If the employee reaches stage 2 Formal of the Attendance Management Policy
- If the employee reaches stage 3 Formal of the Attendance Management Policy
- At any other time if required

4.2 Where it is decided that the employee should be referred to Occupational Health, the Head Teacher (nominated officer) should contact the employee to inform them and explain the reasons for the referral. Contact can be made through a meeting, by telephone or by letter.

4.3 The Head Teacher (nominated officer) should complete an Occupational Health referral form and if needed contact a member of HR to discuss. The referral should contain factual details and provide as much information as possible to enable Occupational Health