

Clayton Village Primary School

Attendance Management Policy

During the Covid19 Pandemic

Guidance for staff

Following our Attendance Management Policy

As a responsible employer Clayton Village Primary School is committed to maintaining the health, safety and welfare of our staff, providing a positive and healthy working environment and recognising the value of their work/life balance. Regular attendance at work is part of every employee's contract of employment and it is the expectation of the management of the school that all our staff will maintain good attendance where reasonably possible during this period of uncertainty. However, during the Covid19 pandemic special circumstances must be taken into consideration for the wellbeing of staff.

Sickness Absence

The school has a reporting procedure which must be followed by all staff in the event that they are absent due to sickness, either while the school is open or during a forced closure. Failure to follow this procedure may result in sick pay being withheld and/or the absence being treated as unauthorised in accordance with the school's disciplinary procedure.

- On the first day of sickness absence the employee must telephone their immediate line manager on 01274 414115 by no later than 7.30am or as soon as reasonably practicable given your hours of work.
- If the school is closed for the Coronavirus the employee must telephone the Headteacher on 07958 210929.

The employee has a duty to maintain contact with the school for the duration of their absence. If the absence persists for longer than 7 consecutive days (self-certification), the employee must submit a doctor's fit note to the school. However, because the general Government advice is not to visit GPs and contact NHS 111 instead, there will be an exception for medical evidence in these extenuating circumstances. Where a fit note cannot be provided there should still be efforts to verify the sickness absence, e.g. through regular telephone contact and asking the employee to explain what medical advice they have been provided and what action they have taken if any.

There was an announcement in the Budget that an alternative to the fit note for employees advised to self-isolate will soon be available from 111.

Sick Pay

The entitlement to sick pay is based on an employee's length of service. For teachers this is aggregated service as a teacher within any Local Education Authority and may also include service with Academies or other educational establishments. For all other staff it is continuous

service with any public authority to which the Redundancy Payments Modification Order 1999 applies. Full details of sick pay entitlements may be found in Teachers' Local Conditions of Service (White Book) and the Officers' Terms and Conditions of Service (Blue Book).

The employee must do all that is reasonably possible to recover from their illness/absence. Sick pay may also be withheld if it is deemed that the employee is acting in a way that could delay their recovery and return to work.

Returning to Work

A fit note from the GP should state the period (or dates) that the employee will be unfit and whether they will need to assess the employee again. If the GP has not advised that they need to see the employee again, then the employee should return to work on expiry of the fit note. However, there may be occasions where school management may ask the employee to get further advice from their GP regarding returning to work in view of the Covid19 pandemic.

If you are fit for work during a school closure, please telephone the Headteacher to inform her that you are fit for work.

Leave of Absence

In cases of illness a dependant may also be someone who reasonably relies on the employee for assistance, ie a child or partner with underlying health issues.

The regulations do not give the right to paid time off for dependents. However, Teachers' conditions of service provide for up to 2 days discretionary paid leave to care for members of the immediate family in the case of sickness. The conditions of service (Blue Book) for support staff do not provide for paid time off to care for members of the immediate family in the case of sickness. However, Clayton Village Primary School have always honoured that two days will be allowed for support staff in line with the Teachers' conditions.

Any absence for the care of a dependant after two days will be unpaid. Please liaise with the Head teacher about this.

Self-Isolation Absence

During these exceptional circumstances an employee who is unable to attend work due to self-isolation, but the school remains open as usual, must be available via modern communication to work. The expectation is that the employee is not unwell and therefore able to complete their paid duties. Employees should be contactable by other staff members via phone or email during their working hours. They might also be requested to skype in to staff briefings or meetings. Staff who are self-isolating should work under the direction of their line manager.

If a staff member requires a school tablet or laptop to work remotely from home they need to inform their line manager.

Self-isolation is about protecting others and slowing down the spread of Covid19. It is very important that anyone who has the virus, or might have been exposed to it, limits the number of people they come into contact with for 14 days. This is the most effective way of preventing the Coronavirus from spreading.

If you are asked to self-isolate, it is important that you follow [the advice](#) which is there to help keep you, your loved ones, and your community safe.

Self-isolation may seem tricky at first, but across the country, hundreds of people have already successfully done it. If you have been advised to self-isolate by a health professional or through official Government advice, all the instructions you need to follow are [available on the NHS website](#).

School Closure Absence

If the school is forced to close due to the Covid19 pandemic, employees will have access to laptops, iPads and mobile phone (school will loan these out) and will be expected to be available for work during their normal hours of work. Holiday periods are not included in this instruction.

All employees have a responsibility during their paid hours to perform their duties and the school are expected to provide a service during any forced closure which must continue as closely as possible to our normal term time activities.

BE SAFE, BUT WE MUST CARRY ON AS A TEAM FOR OUR CHILDREN