



**School Policy**

**AP-52 Attendance Management Policy**

March 2017 Issue 3

## Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed: \_\_\_\_\_

*If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

## Document Control

There is one controlled paper copy of this document which is kept in the Junior Building in the office. An electronic version is also available on our website in the policies area.

**All other copies (electronic and paper) are uncontrolled.**

## Document History

Filename: Attendance_Management_Policy_				
Issue	Description of Change	Author	Checked	Date
1	Initial – Based on NYCC generic model	JB		Sept 13
2	Revised NYCC generic model	JB		Oct 14
3	Cyclical review no changes	JB	Policy committee	March 17

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Improving Health and Attendance

## Attendance Management Policy

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**October 2014**

## Attendance Management Policy

### Background

North Yorkshire County Council (NYCC) values the contribution of its staff in the delivery and maintenance of quality services to the community. Whilst recognising that employees may be prevented from attending work through ill-health, NYCC has a duty to maintain service delivery and minimise disruption. NYCC is therefore committed to managing attendance and sickness absence and believes that it is the responsibility of NYCC's managers, trade unions and employees to work together to promote the management of sickness absence and ill health. However NYCC expects employees to make a full commitment to the job for which they are employed.

The well being of NYCC employees is paramount and the Council is committed to providing appropriate support and encouragement to employees who are ill and to take all reasonable steps to assist them to return to work as soon as possible.

However, the need to balance the interests of the individual employee with the requirements of the service must be understood and when it becomes necessary, discussions will be held with employees concerning their level of attendance, particularly when it reaches a level where it is giving cause for concern and could lead to their job being at risk. Where issues relating to sickness absence are raised with employees this will be undertaken in a consistent, fair and supportive manner.

The aim of this policy is to provide a framework within which employee and manager can work together in a supportive and co-operative manner to proactively manage and prevent unnecessary sickness absence.

Employees must be aware that all sickness absence has an impact on the services the Council provides. As an employer, NYCC will ensure that sickness absence records are kept and attendance levels monitored to ensure that employees are appropriately supported whenever they are absent, or upon return to work following absence.

If appropriate, employees must be made aware that absences could have an impact on their incremental progression and current salary. Individual schools may determine to include teachers in this process following school based consultation on the school's pay policy. Schools may decide to include some or all of the criteria: conduct, capability, attendance, satisfactory appraisal. An increment may be withheld on this basis but increment removal will not apply to teachers and therefore a teacher cannot lose an increment that has already been awarded. Pay review dates will be as stated in the school's pay policy as will the Appeals process.

When the procedure outlined has been followed and the level of attendance has not improved, despite all the support provided, the employee will be informed that their employment is at risk.

In managing attendance before, during and after any period of absence due to sickness, managers should consider if there are any options that could assist the employee in achieving a higher level of attendance. North Yorkshire County Council has a wide range of options and managers should consider if these options will work operationally within their local team and record the outcome of the discussion with the employee. See [Attendance Management: Manager's Guidance](#).

## Scope

This policy applies to all employees of North Yorkshire County Council, including school based employees where the governing bodies of individual schools have adopted the policy.

## Purpose

- To be consistent and fair in the application of the attendance management policy.
- To provide appropriate support to employees during an absence and when returning to work.
- To prevent where possible sickness absence caused by or as a result of accidents/injuries at work.
- To set and review targets for North Yorkshire County Council, Directorates, Schools, managers and where appropriate, individual employees to improve attendance.
- To regularly monitor and review action taken by managers within this policy.
- To provide adequate support to managers to manage attendance effectively.

## Exclusions to Attendance Management Policy and Procedure

The following appointments are not classed as sickness for the purposes of the attendance management policy:

- GP appointments
- Dental appointments
- Hospital appointments
- Medically prescribed treatment appointment
- Any form of absence that is not related to the sickness of the employee

Where these prevent attendance at work, evidence of appointments must be seen and approved by managers [Leave procedure](#).

It is expected that where possible, the employee will take all reasonable steps to attend the above appointments whilst avoiding disruption to the workplace e.g. in the employees own time or at the start or end of their working day/shift.

Sickness absence which is as a direct consequence of pregnancy will be recorded as absence, but will not be included in calculating absence for the purpose of attendance management procedures or the criteria for incremental progression.

Sickness absence which is a direct consequence of a disability is still recorded as absence, but managers need to consider reasonable adjustments in individual cases see [Managers guide to Reasonable adjustments and Disability Leave](#).

- Absences arising out of an accident, assault, injury or disease whilst undertaking the duties of the post will be recorded as absence and will only be excluded in calculating absence for the purpose of attendance management procedures or the criteria for incremental progression **where the County Council acknowledges liability**. However all such absences will be subject to investigation in accordance with NYCC's [Health and Safety Policy](#).

## **Statutory Obligations**

This policy recognises the requirements to comply with the following legislation where applicable:

- Equality Act 2010
- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- RIDDOR – Reporting of Incidents, Diseases, Dangerous Occurrences Regulations 1995 (as revised 1999)
- Human Rights Act 1998
- Employment Rights Act 1996

In application of this policy it is expected that managers (including Headteachers and School Governors) will follow the principles of the above legislation regardless of the reason for absence.

## **Links to Other Policies**

The following policies may also be used to enforce the Attendance Management Policy:

- [Leave Policy](#)
- [Redeployment Policy](#)
- [Reorganisation and Redundancy Policy](#)
- [Workplace Drugs and Substance Misuse Policy](#)
- [Workplace Alcohol Misuse Policy](#)
- [Infection Prevention and Control Policy](#)
- [Health and Safety Policy](#)
- [Equalities in Employment Policy](#)
- [Resolving Issues at Work Policy](#)
- [National terms and conditions for employers e.g. Green Book, Burgundy Book](#)
- [Pay and Reward Booklet](#)
- [Stress Management Policy](#)

This policy and accompanying procedures are not intended to replace or undermine the provisions contained in any nationally agreed documents.

## **Evaluation and Review of Attendance Management Information**

Management information relating to absence statistics is available for all Directorates. This can be accessed through My View for individual team members and Insight (not currently available for Schools).