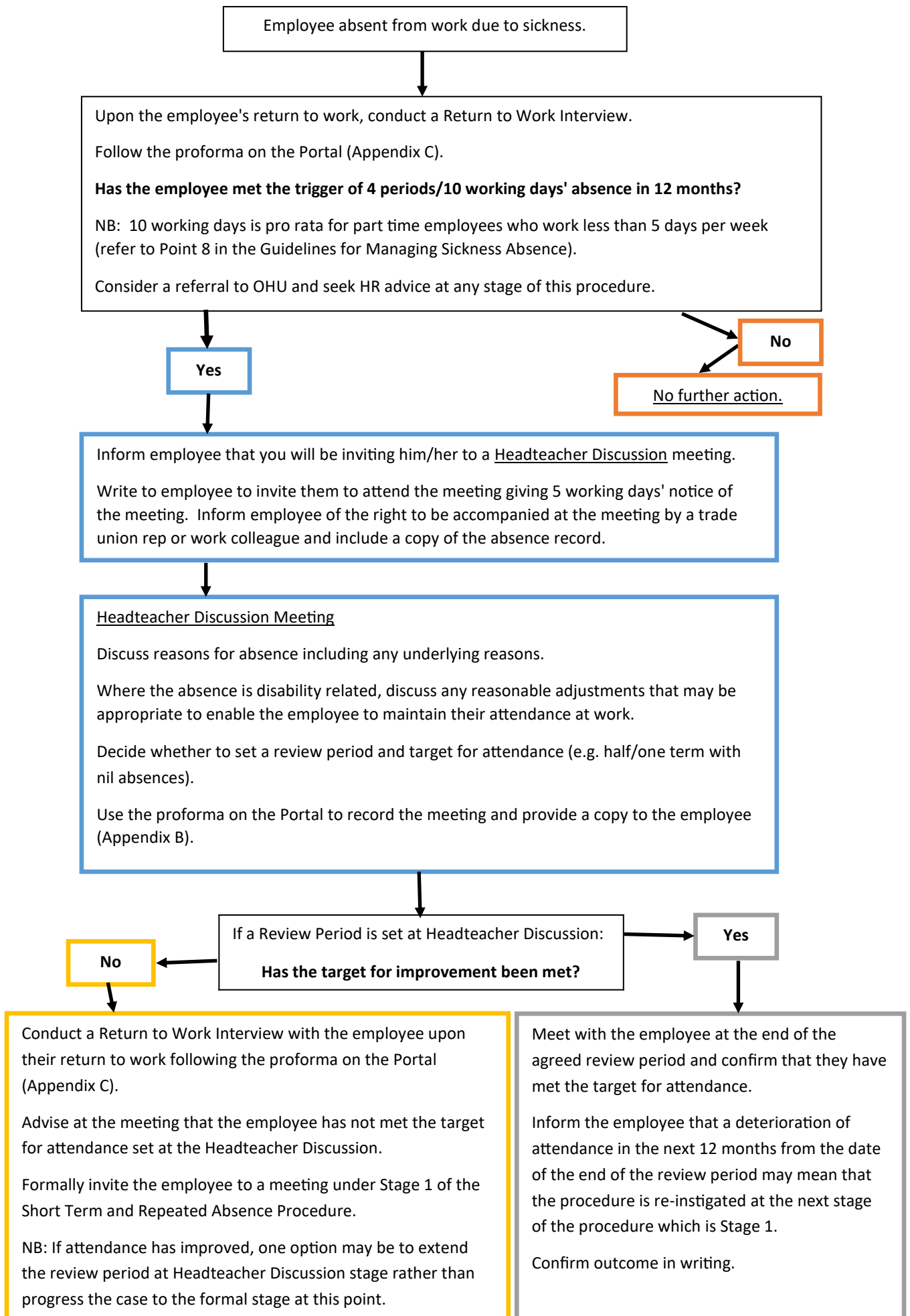


Short Term and Repeated Absence Flowchart



Stage 1—Short Term and Repeated Absence Procedure

Write to employee to invite them to attend the formal meeting under Stage 1 of the Short Term and/or Repeated Absence Procedure, giving 5 working days' notice of the meeting.

Inform the employee in writing of the right to be accompanied at the meeting by a trade union rep or work colleague and include a copy of the absence record.

Consider a referral to OHU and seek HR advice at any stage of this procedure.

Stage 1 Meeting

Discuss the reasons for absence, draw attention to the absence pattern, the reasons given for absence and the implications on the school.

Where the absence is disability related, discuss any reasonable adjustments that may be appropriate to enable the employee to maintain their attendance at work.

Discuss any underlying causes.

Issue the employee with a written formal warning under the procedure (i.e. this is not a disciplinary warning) that:-

- the level of attendance is unacceptable
- improvement is essential over specified period e.g. 12 weeks/1 term/½ term. A target for improved attendance should be set, the terms of which should be clearly outlined to the employee (e.g. half/one term with nil absences).
- agree a review period and fix a review date.

Inform the employee that further deterioration in absence frequency/levels during the review period will result in the review date being brought forward and that if the target is not met or there is a further period of absence during the review period beyond the target set, it may lead to action under Stage 2 of the procedure.

Use the proforma on the Portal to record the meeting and provide a copy to the employee (Appendix B) plus a copy of the written formal warning within 5 working days.

Has the target for improvement been met?

No

Yes

Conduct a Return to Work Interview with the employee upon their return to work following the proforma on the Portal (Appendix C).

Advise at the meeting that the employee not met the target for attendance set at Stage 1.

Formally invite the employee to a meeting under Stage 2 of the Short Term and Repeated Absence Procedure.

NB: If attendance has improved, one option may be to extend the review period at Stage 1 rather than progress the case to Stage 2 at this point.

Meet with the employee at the end of the agreed review period and confirm that they have met the target for attendance.

Inform the employee that a deterioration of attendance in the next 12 months from the date of the end of the review period may mean that the procedure is re-instigated at the next stage of the procedure which is Stage 2.

Confirm outcome in writing.

Stage 2—Short Term and Repeated Absence Procedure

Write to employee to invite them to attend the formal meeting under Stage 2 of the Short Term and Repeated Absence Procedure, giving 5 working days' notice of the meeting.

Inform the employee in writing of the right to be accompanied at the meeting by a trade union rep or work colleague and include a copy of the absence record.

Consider a referral to OHU and seek HR advice at any stage of this procedure.

Stage 2 Meeting

Discuss the reasons for absence, draw attention to the absence pattern, the reasons given for absence and the implications on the school.

Where the absence is disability related, discuss any reasonable adjustments that may be appropriate to enable the employee to maintain their attendance at work.

Discuss any underlying causes.

Issue the employee with a final written formal warning under the procedure (i.e. this is not a disciplinary warning) that:-

- the level of attendance is unacceptable
- improvement is essential over specified period e.g. 12 weeks/1 term/½ term. A target for improved attendance should be set, the terms of which should be clearly outlined to the employee (e.g. half/one term with nil absences).
- agree a review period and fix a review date.

Inform the employee that further deterioration in absence frequency/levels during the review period will result in the review date being brought forward and that if the target is not met or there is a further period of absence during the review period beyond the target set, it may lead to action under Stage 3 of the procedure, the outcome of which could be a referral to the Attendance and Dismissals Committee of the Governing Board or the Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher) for consideration of dismissal on the grounds of the employee's inability to maintain attendance at work.

Has the target for improvement been met?

No

Yes

Conduct a Return to Work Interview with the employee upon their return to work following the proforma on the Portal (Appendix C).

Advise at the meeting that the employee has not met the target for attendance set at Stage 2.

Formally invite the employee to a meeting under Stage 3 of the Short Term and Repeated Absence Procedure.

NB: If attendance has improved, one option may be to extend the review period at Stage 2 rather than progress the case to Stage 3 at this point.

Meet with the employee at the end of the agreed review period and confirm that they have met the target for attendance.

Inform the employee that a deterioration of attendance in the next 12 months from the date of the end of the review period may mean that the procedure is re-instigated at the next stage of the procedure which is Stage 3.

Confirm outcome in writing.

Stage 3—Short Term and Repeated Absence Procedure

Write to employee to invite them to attend the formal meeting under Stage 3 of the Short Term and Repeated Absence Procedure, giving 5 working days' notice of the meeting.

Inform the employee in writing of the right to be accompanied at the meeting by a trade union rep or work colleague and include a copy of the absence record and action taken to date under this Procedure.

Inform the employee in writing that the outcome of the meeting could be a referral of the case to the Attendance and Dismissals Committee of the Governing Board or Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher) for consideration of dismissal on the grounds of the employee's inability to maintain attendance at work.

A referral to OHU should be made, if not made recently, and HR advice should be sought prior to the meeting.



Stage 3 Meeting

Consider any new information regarding the employee's ill health or change in nature of sickness absence. The advice of a member of the Schools HR Team may be sought in this regard.

Consider any relevant medical advice (suspend the interview if further advice is thought necessary as a result of the interview discussion).

Where the absence is disability related, discuss any reasonable adjustments that may be appropriate to enable the employee to maintain their attendance at work.

Make a final decision regarding the submission of a report to be considered by the Attendance and Dismissal Committee of the Governing Board or Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher). Any appeal against dismissal would be to the Appeals Committee.

Confirm the outcome of the meeting in writing, with a return slip for the employee to acknowledge receipt.

A member of the Schools HR Team should be consulted prior to informing the Clerk to the Governing Board of the need for a meeting of the Attendance and Dismissals Committee or with the Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher).