



STAFF ATTENDANCE POLICY **STATEMENT**

(including managing sickness absence)

Balderstone St Leonard's CE Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by our school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to pupil and staff performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.