



## **St Teresa's Catholic Primary School Repeated Short Term Sickness Absence Procedures**

*We are made in the image of God  
to live, love and learn in a caring Catholic community,  
where tolerance, confidence and independence are  
nurtured  
and every achievement makes us proud.*

2019.20

## **LANCASHIRE COUNTY COUNCIL**

### **REPEATED SHORT TERM SICKNESS ABSENCE PROCEDURE FOR STAFF IN CENTRALLY MANAGED SERVICES (REVISED AUGUST 2019)**

#### **1. PURPOSE**

- 1.1 This model procedure provides a framework for managing cases of repeated short-term sickness absence. The procedure is intended to give clear guidance to all parties in dealing with short-term absence.

#### **2. APPLICATION**

- 2.1 This procedure applies to staff employed by Lancashire County Council under the School Teachers' Pay and Conditions Document in centrally managed services. Staff employed within centrally managed services who are not employed under the School Teachers' Pay and Conditions Document will be subject to the County Council's Sickness Absence Procedures for staff employed under NJC terms and conditions.
- 2.2 This procedure has been written on the understanding that the day to day management of attendance is undertaken by the line manager, and dismissal decisions are taken by the Head of Service.
- 2.4 Nothing in this procedure shall prevent an employee from exercising their statutory rights under employment law to register a claim with an employment tribunal.

#### **3. SICKNESS ABSENCE TRIGGER LEVELS**

- 3.1 Action should be considered under this procedure when an employee's level of sickness absence reaches the trigger levels. The recommended trigger levels are:-

**10\* working days sickness absence and/or 4 periods of sickness absence  
in a rolling period of 12 months (\*pro-rata for part-time employees)**

- 3.2 Disability related absences are counted towards trigger levels under the school's sickness absence arrangements. Where absences become a cause for concern, Senior Managers need to make a reasonable decision on what, if any, action would be appropriate under School procedures. This decision will be informed by factors such as the nature of the person's condition, whether they are adjusting to the condition or to treatment for it, the frequency of absences, length or duration of absences, the nature of the job, effects on the school and other relevant factors. Senior Managers must also consider if other reasonable adjustments might help reduce the need for the person to be absent and whether these adjustments are being awaited.

#### **4. GENERAL PRINCIPLES**

- 4.1 This procedure should only be used to resolve absence relating to sickness of the employee. Absence relating to the provisions of the Leave of Absence or Special Leave procedures should be counted and dealt with separately under the terms of the Leave of Absence procedure for teachers which can be found on the Schools Portal.

- 4.2 The application of this procedure can be considered regardless of whether the employee provides a medical certificate to cover their sickness absence or not.
- 4.3 This procedure assumes that all sickness absence is genuine. It is inevitable, therefore, that this procedure will be applied to employees with genuine health problems and therefore the various steps as set out should be handled sympathetically.
- 4.4 Advice in relation to conducting interviews with the employee under this procedure is set out in Appendix A.
- 4.5 Managers must ensure that there is consistency of approach and standards in dealing with all employee absence issues.
- 4.6 Repeated short term sickness absence may arise from a health problem, which may be caused by personal or work related issues. Each case will need to be considered on an individual basis having regard to:-
- the nature of the illness or disability;
  - frequency and pattern of absence;
  - overall absence record;
  - operational needs of the school;
  - impact of the absence on other employees.
- 4.7 Where the absence(s) is due to a condition that could be classed as a disability under the Equality Act (which superseded the Disability Discrimination Act), advice should be sought from AskHR or the Schools HR Team in relation to the procedure.
- 4.8 Where necessary, professional help should be sought to deal with specific problems. (Other procedures exist and should be considered when dealing with employees with alcohol or drug related problems).
- 4.9 It is not necessary to obtain medical evidence confirming the employee's condition when first applying this procedure. In instances where short-term, unrelated illnesses are the reasons for absence, there is nothing necessarily to be gained by obtaining a medical opinion. If, however, the illnesses indicate that there could be an underlying cause which has not already been addressed, then a referral to the Occupational Health Unit (OHU) may be considered, who may provide advice on a course of action which could result in an improvement in attendance. For initial advice in relation to this procedure, it is suggested that managers consult with AskHR or the Schools Human Resources Team.
- 4.10 If it becomes clear, at any stage in the application of this procedure, that permanent incapacity to carry out the appointed duties on ill health grounds is the underlying issue, then the procedure will be suspended, independent medical advice sought and the Long Term Sickness Absence Procedure followed.
- 4.11 An employee, whilst not permanently incapacitated may be absent due to a specific condition (e.g. hysterectomy, broken leg) which may result in a lengthy absence, but which is obviously finite and where the application of the formal stages of this procedure may not be appropriate. The purpose of this procedure is to provide a framework within which managers are able to exercise discretion according to the particular circumstances of the absence.
- 4.12 The time limits outlined within this procedure should be adhered to unless exceptional circumstances apply.

- 4.13 It must be recognised that the final outcome of a process for dealing with repeated short term absence may be dismissal. Whilst warnings or cautions may seem incompatible with sickness absence, they are essential when the end result might be termination of employment. Under this procedure, any reasonable employer is entitled to decide that termination of employment is the only reasonable course of action. However advice must have been provided, procedures must have been followed and the employee must have been given sufficient warning of this outcome in the event that their attendance does not improve when, over a period of time, efforts to improve their levels of attendance have not been successful.
- 4.14 Where any action under this procedure may have implications for an employee's salary or their continued employment, they should be advised to seek advice from their trade union. At any meeting convened under this procedure, the employee may be accompanied by a work colleague or trade union representative.
- 4.15 Any decision to terminate employment arising from this procedure must be preceded by:-
1. A review of the employee's attendance record and reasons for absence.
  2. A medical report.
  3. Opportunity for the employee to make representations regarding sickness absence.
  4. Appropriate warnings that dismissal may occur if attendance does not improve within a specified period.
- 4.16 This procedure is separate from the Disciplinary and Capability procedures.
- 4.17 If any employee considers that he/she has been treated unfairly or inconsistently under this procedure, he/she has the right to pursue a grievance under the Grievance Procedure for Teachers employed in Centrally Managed Services. It should be noted, however, that the submission of a grievance will not automatically result in this procedure being halted.

## 5. INFORMAL STAGE – SENIOR MANAGER DISCUSSION

***NOTE: 'Senior Manager' is defined as an officer to whom the line manager responsible for the day to day management of sickness absence reports to. However, each service may identify an alternative Senior Manager to undertake these discussions if it is deemed appropriate. In addition, it may be necessary depending on the structure of the service for the line manager to also take on the role of Senior Manager.***

- 5.1 Normally the stages below would be followed sequentially. However, if an employee has previously progressed through the informal or formal stages and action has ceased following satisfactory attendance within the review period, and within a 12 month period of the date of the end of the monitoring period further action is again considered necessary, the procedure may be recommenced at the next stage of the procedure. Where there has been a twelve month period of acceptable attendance any subsequent action would recommence at the informal stage of the procedure.
- 5.2 Following the referral of an employee to the Senior Manager where the repeated short term absence is viewed as a cause for concern, i.e. the amount of absence/frequency of absence reaches the trigger points outlined in Paragraph 3.1, the Senior Manager should arrange a meeting with the employee, who may be accompanied by a representative of their choice, who may be a work colleague or trade union, at which they are:-

- informed of the level/frequency of absence and the effects on the operation of the school and on other employees;
- given an opportunity to explain the absences, identify reasons and discuss reasonable adjustments. Attention may also be drawn to the support available through trade unions. Where the absence is disability related, discuss any reasonable adjustments that may be appropriate to enable the employee to maintain their attendance at work.
- made aware that their absence level is unacceptable, that improvement is necessary and that continued unacceptable absence could lead to formal warnings and ultimately dismissal.
- Where appropriate, set a target for improved attendance (e.g. no sickness absence within a term), the terms of which should be clearly explained to the employee. A date should be set when the situation will be reviewed.
- 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 the formal stage of the procedure.

5.3 The outcome of the discussion should be set out, in writing, to the employee to ensure clarity and the position should be monitored and reviewed. An example proforma for recording the meeting is available at Appendix B.

## **6. FORMAL STAGES**

6.1 Where the informal stage has not been successful, no satisfactory improvement is achieved and there remains cause for concern, the matter should proceed to the formal procedure.

6.2 The formal procedure comprises three stages, which should be followed if formal action is considered necessary. It is intended to provide fair and effective arrangements with clarity of the rights and responsibilities of school management, employees and the Trade Unions.

### **6.3 Stage One**

6.3.1 The employee should be invited, in writing, to an interview with the Senior Manager. The invitation should contain the absence record and provide the employee with the opportunity to consult and be accompanied by a work colleague or trade union representative. The letter should state that this is now the formal procedure and outline the stage of the procedure within which the meeting is being conducted. A reasonable period of notice of the meeting should be given (e.g. 5 working days).

6.3.2 During the interview, the Senior Manager must

- (i) draw attention to the absence pattern, the reasons given for absence and the implications on the service. Where the absence is disability related,

discuss any reasonable adjustments that may be appropriate to enable the employee to maintain their attendance at work.

- (ii) discuss, to clarify, underlying causes and seek to deal with these again drawing attention to the support from Trade Unions.
- (iii) if there is no acceptable explanation, issue the employee with a written formal warning under this procedure 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.
- (iv) agree a review period and fix a review date
- (v) 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 the next stage of the procedure.

6.3.3 Following the interview, the Senior Manager must confirm the outcome, including the written formal warning, in writing within 5 working days, with a return slip for the employee to acknowledge receipt of the warning. The written outcome should remind 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 the next stage of the procedure.

6.3.4 At the end of the monitoring period, if attendance has improved and is within acceptable levels, no further action should be taken other than to confirm, in writing, to the employee concerned that attendance is now considered to be satisfactory and to advise the employee that if further action is deemed necessary under this procedure within the following twelve months, such action may begin at Stage 2 of this procedure.

6.3.5 If there is no improvement at Stage One of the procedure, the employee should be referred through to Stage Two.

## **6.4 Stage Two**

6.4.1 If the target set under Stage One of the procedure is not met, or if the employee has been dealt with under Stage One within the previous 12 month period but their attendance levels have deteriorated following a satisfactory review period, then a further interview with the Senior Manager should be held. The employee should be invited to the meeting in writing. The invitation should contain the absence record and provide the employee with the opportunity to consult and be accompanied by a work colleague or trade union representative. The letter should remind the employee that this is the formal procedure and outline the stage of the procedure within which the meeting is being conducted. A reasonable period of notice of the meeting should be given (e.g. 5 working days).

6.4.2 In a further attempt to remedy the absence issue, during the interview, the Senior Manager must

- (i) draw attention again to absence patterns including the review period. Where the absence is disability related, discuss any reasonable adjustments that may be appropriate to enable the employee to maintain their attendance at work.
- (ii) discuss again to clarify underlying causes and seek to deal with them, involving other agencies as appropriate.
- (iii) remind of the implications of continued excessive absence e.g. effect on pupils, service delivery other employees, budget implications etc.
- (iv) if no acceptable explanation is given, issue the employee with a written final warning under this procedure (i.e. this is not a disciplinary warning) that:
  - the level of attendance is unacceptable
  - significant and sustained improvement is needed. A target for improved attendance should be set, the terms of which should be clearly outlined to the employee.
- (v) agree a further review date and fix a review date.
- (vi) 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, the outcome could be a recommendation for dismissal on the grounds of incapacity to maintain an acceptable level of attendance.

6.4.3 Following the interview, the Senior Manager must confirm the outcome, including the written final warning, in writing within 5 working days, with a return slip for the employee to acknowledge receipt of the warning. The written outcome should remind 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, the outcome could be a recommendation for dismissal on the grounds of incapacity to maintain an acceptable level of attendance

6.4.4 At the end of the further review period, if the attendance has improved to within acceptable levels then no further action should be taken other than to inform the employee, in writing, of this fact and to advise the employee that if further action is deemed necessary under this procedure within the following 12 months such action may begin at Stage 3 of this procedure.

6.4.5 If there is no improvement at Stage Two of the procedure, the employee should be referred through to Stage Three.

## **6.5 Stage Three**

6.5.1 If the target set under Stage Two of the procedure is not met, or if the employee has been dealt with under Stage Two within the previous 12 month period but their attendance levels have deteriorated following a satisfactory review period, then the final interview should take place. The Senior Manager should discuss the circumstances of the case with a member of the Schools Human Resources Team, prior to arranging any further meeting with the employee and his/her representative.

- 6.5.2 If there is no current medical report available, then a referral to the Occupational Health Unit should be made (in accordance with Section 4 of the Long Term Sickness Absence Procedure) prior to the interview. The employee should be advised that the referral is being made.
- 6.5.3 Where the employee either refuses to attend the OHU or does not attend on more than one occasion, progression to Stage Three should not be unduly delayed. In such instances, the employee should be informed that the Head of Service will have to proceed without the benefit of a current medical report for reference.
- 6.5.4 The letter inviting the employee to attend the interview should specify the reason for the interview, set out the attendance record including that over the review period and any action taken under the procedure so far. It should also advise of the right to be accompanied by a work colleague or trade union representative and inform the employee that the outcome of the meeting could be a recommendation for dismissal to the Head of Service. A reasonable period of notice of the meeting should be given (e.g. 5 working days).
- 6.5.5 During the interview, the Senior Manager must
- (i) consider any new information regarding the employee's ill health or change in nature of sickness absence. The Senior Manager may wish to seek the advice of a member of the Schools HR Team in this regard.
  - (ii) 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.
  - (iii) following consideration of any representations, make a final decision regarding the submission of a report which will recommend termination of employment to the Head of Service. Any appeal against dismissal would be to an Appeals Panel of the Authority. The Appeals Panel will include a member of the Schools HR Team and at least one other senior manager with knowledge of school teachers' pay and conditions of service and of the relevant service area. No officer serving on a panel will have had any previous involvement in the case under consideration. Advice may also be sought from a Legal Services representative. The appeal outcome will be final. There will be no further right of appeal against dismissal.
- 6.5.6 Following the interview, the Senior Manager must confirm the outcome of the meeting in writing, with a return slip for the employee to acknowledge receipt. The Senior Manager should consult a member of the Schools HR Team and then inform the Head of Service of the need for an Attendance and Dismissal Hearing (See Appendix C).



**APPENDIX A**

**CONDUCTING INTERVIEWS UNDER THE  
REPEATED SHORT TERM ABSENCE PROCEDURE**

***NOTE : Employees should be informed of their right to be accompanied by a work colleague or representative of a trade union in a formal interview situation.***

In conducting an interview with employees in relation to sickness absence the following should apply:-

- Conduct it in private, ensure that the conversation cannot be overheard and maintain confidentiality.
- Keep a written record of the interview. Provide copies for the employee and his/her representative.
- Ensure you explain the purpose.
- Be prepared, with absence dates etc.
- Be sensitive and courteous this is a potentially stressful situation for both parties. Some types of illness may require sensitive handling.
- Have regard for and respect the emotional state of the employee.
- Ask open and direct questions, i.e. questions which need answering with a bit more than 'Yes' or 'No'. For example, 'What does your doctor say?' is better than 'Have you seen your doctor?'
- Listen to the explanations offered.
- Keep an open mind - the absence may be due to other reasons.
- Be prepared to be helpful, but be firm.
- Get the employee to talk with you. Remember, you're trying to solve a problem.
- If it gets heated or over-emotional, then stop. Allow time for recovery. If necessary, meet again on another day.
- However justified you think it is, do not adopt an aggressive approach.
- Find joint solutions if you can - try to share the problem.
- Close the interview by agreeing your action plan.

STRICTLY CONFIDENTIAL

APPENDIX B

**REPEATED SHORT TERM SICKNESS ABSENCE PROCEDURE  
FOR STAFF IN CENTRALLY MANAGED SERVICES**

**RECORD OF REPEATED SHORT TERM SICKNESS ABSENCE MEETING**

**EMPLOYEE'S NAME** .....

**JOB TITLE** .....

**INTERVIEW CONDUCTED BY** .....(name)

.....(designation)

**STAGE OF PROCEDURE** Senior Manager\* / Stage 1\* / Stage 2\* / Stage 3\*  
(\*delete as appropriate)

This form should be completed whenever a Senior Manager holds a meeting with an employee under the Repeated Short-term Sickness Absence procedure. The form should not be used for Return to Work discussions, as a separate form is available for that purpose (See Appendix B of the Guidelines for Managing Sickness Absence in Centrally Managed Services). The Senior Manager should refer to the guidance notes overleaf when conducting the discussion and completing this form.

A) Absences during the previous 12 month rolling period - .....days .....periods of sickness absence

Details of sickness absences (reasons, causes etc)

.....  
.....  
.....  
.....  
.....

B) Summary of interview comments: (Please continue on separate sheet if required)

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C) Action discussed with employee:

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.....  
.....

Target for improvement agreed with employee (if appropriate): .....  
.....  
.....

Review date (if appropriate): .....

I confirm that this is a true and accurate record of the meeting.

**Signed:** ..... (Senior Manager)      **Date:** .....

**Signed:** ..... (Employee)      **Date:** .....

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## GUIDANCE NOTES

### Section A

This section should be used to record the periods and reasons for sickness absences occurring during the previous 12 month rolling period.

### Section B

This section may include further information about any underlying causes of sickness absence and what medical treatment is being sought or undertaken. The Senior Manager should also outline the effect of the absences on pupils, colleagues and service delivery.

### Section C

Describe here any action discussed e.g.

- employee agrees to seek medical advice or OHU referral to be made. Details of the Employee Support Service/other agencies may be provided (as appropriate).
- consideration to be given to adjustments to the work situation
  
- ☐ if there is no acceptable explanation, issue the employee with the appropriate warning under this procedure and inform them that the level of attendance is unacceptable and improvement is essential over specified period eg. 12 weeks/1 term/½ term.
- ☐ In the above circumstances, a target for improved attendance should be set, the terms of which should be clearly outlined to the employee.
- ☐ the employee should be informed 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 the next stage of the procedure.

☒ *tick when completed*

### Confidentiality

This document should be retained on the employee's personal file. If the document is retained electronically, it should be retained in the appropriate file/folder.

## **ATTENDANCE AND DISMISSAL HEARING**

### **PROCEDURE FOR CONSIDERATION OF REPEATED AND LONG-TERM SICKNESS ABSENCE AND TERMINATION OF EMPLOYMENT ARISING FROM SICKNESS ABSENCE**

#### **A. GENERAL PRINCIPLES**

1. The employee has the right to attend and/or be represented by a work colleague or representative of a trade union, at any meeting convened under these procedures. In addition, the employee may be accompanied by a scribe whose only function is to take written notes to serve as a private record for the employee.
2. The Senior Manager, when presenting a report at any meeting convened under these procedures, has the right to be accompanied by a representative of a Trade Union to act as adviser (not as the presenter of the case).
3. The power to adjourn meetings convened under these procedures rests with the Head of Service. Both parties will be allowed the facility of an adjournment which will not unreasonably be refused.
4. Any appeal against a termination of contract will be referred to an Appeals Panel.

#### **B. PROCEDURE AT AN ATTENDANCE AND DISMISSAL HEARING**

***NB Please note that the administrative arrangements for an Attendance Hearing will be undertaken by the relevant Business Services Officer within each service.***

1. The hearing will take place as soon as is practicable, once a decision has been taken to submit a report to the Head of Service.
2. The employee will be informed in writing that a report is being submitted to the Head of Service and that the employee can attend and may be represented by a work colleague or Trade Union representative, to respond to the case. Where the employee fails to attend and no reasonable explanation is forthcoming, the matter may be considered in his/her absence.
3. The Senior Manager will prepare a report for the Head of Service setting out:
  - ☐ the absence record of the employee over the relevant period (depending upon the nature of the absences) with any patterns/frequencies highlighted which are considered to be relevant
  - ☐ all correspondence confirming action taken
  - ☐ a current medical report (where this is available) and any further medical advice relevant to the case.
4. The employee will be given written notification of the date, time and place of the hearing to the employee and his/her representative together with a copy of the report to be placed before the Head of Service at least 10 working days prior to the date of the meeting. If the employee is not

able to attend due to the unavailability of their trade union representative, the representative should suggest an alternative date within 5 working days of the original date.

5. The employee may (if he/she wishes) submit any documents concerning the report for circulation to the Head of Service prior to the meeting.

6. The case on behalf of the service will be presented by the relevant Senior Manager and witnesses may be called to support the case.

Where an employee does not attend the hearing or is not represented but submits written representations, 7 to 10 should be omitted.

7. The employee and/or his/her representative and the Head of Service will be entitled to question the presenter of the report and any witnesses.

8. The employee and/or his/her representative will present a statement of case and present any documents to the Head of Service and will be entitled to call witnesses to support the case.

9. The Senior Manager and the Head of Service will be entitled to question the employee and any witnesses who have been called.

10. The Senior Manager will have the opportunity to make a closing statement to the Head of Service and, thereafter, the employee and/or his/her representative will have a like right.

11. At the conclusion, the Senior Manager, the employee, his/her representative and any witnesses will withdraw and the Head of Service will reach a decision in private. Advice given by the Schools HR team must be considered by the Head of Service. Should any parties need to be recalled to clarify any points of uncertainty, all parties should return notwithstanding that the point giving cause for concern relates to one party only.

12. Following their deliberations, the decision of the Head of Service will be conveyed orally to both parties and subsequently confirmed in writing within 2 working days informing the employee of their right of appeal which must be exercised within 10 working days of written confirmation of the decision.

13. In the event that a decision to dismiss is taken the employee will receive due notice.

14. The notice period will commence from the date that the decision to dismiss is taken.

## **C. APPEAL PROCEDURES**

***NB Please note that the administrative arrangements for an Appeal Hearing will be undertaken by the relevant Business Services Officer within each service.***

1. Any appeal against a decision of the Head of Service will be referred to an Appeals Panel as defined in Paragraph 6.5.5 (iii).

2. Appeals will be dealt with by way of rehearing and the order of proceedings will be in accordance with Section B6-11 above.

3. The appellant will be given written notification of the date, time and place of the hearing so as to arrive no later than 10 working days before the date of the hearing and the employee will receive, by that time, a copy of the documents which are to be considered by the Appeals Panel.

4. The employee may submit any documents concerning the decision of the Head of Service. These should normally be made available as soon as possible before the date of the meeting, so that they may be circulated with the report and statements.
5. A copy of the documents will be forwarded to members of the Appeals Panel prior to the hearing.
6. The Appeals Panel will have the power to confirm, or alter the decision of the Head of Service.
7. The decision of the Appeals Panel will be final and no further right of appeal or hearing will be allowed under these procedures. The decision will be conveyed orally to the employee at the conclusion of the appeal hearing by the Chair of the Appeals Panel.
9. The effective date of dismissal will be the date of the Attendance and Dismissal Hearing. All dismissals under this procedure will be with notice pay.

**NOTE      Employment Tribunal**

Nothing in these procedures will restrict an employee from exercising statutory rights under employment law.



## **St Teresa's Catholic Primary School Long Term Sickness Absence Procedures**

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**LANCASHIRE COUNTY COUNCIL**  
**LONG TERM SICKNESS ABSENCE PROCEDURE**

**(REVISED AUGUST 2022)**

**1. PURPOSE**

- 1.1 This model procedure provides a framework for schools to manage cases of long term sickness absence. The procedure is intended to give clear guidance to all parties in dealing with long term absence.
- 1.2 The definition of a long term absence is one lasting a minimum of 28 calendar days.

**2. APPLICATION**

- 2.1 This procedure has been adopted by the Governing Board and forms part of the contract of employment of all staff employed in St Teresa's Catholic Primary School
- 2.2 This procedure has been written on the understanding that the day to day management of attendance is undertaken by the Headteacher (or nominated person), and dismissal decisions are taken by the Attendance and Dismissal Committee of the Governing Board. However, in accordance with the provisions of the Education Act 2002 and its associated School Staffing (England) Regulations 2003 and 2009, the Governing Board may elect to delegate the power to make dismissal decisions to the Headteacher. If this is the case, there will be no Attendance and Dismissal Committee. Instead the dismissal decision will be taken by the Headteacher, and the appeal referred to the Appeals Committee of the Governing Board. For further details, see Appendix B.
- 2.3 If the responsibility for dismissal decisions rests with the Headteacher, to preserve the integrity of the managing attendance process, the Governing Board should delegate the responsibility for the day to day management under this procedure to another member of the School Leadership Team, thereby leaving the Headteacher available to consider what action should be taken at the end of the formal procedures, including dismissal.
- 2.4 In these cases, any reference to the role of the Headteacher within this procedure should be taken to mean the member of the School Leadership Team responsible for the day to day management of attendance (identified with an asterisk (\*) throughout this procedure).
- 2.5 **In this school, the responsibility for dismissal decisions rests with the Attendance and Dismissals Committee of the Governing Board.**
- 2.6 Where any action under this procedure may have implications for an employee's salary or their continued employment, they should be advised to seek advice from their trade union/professional association. At any meeting convened under this procedure, the employee may be accompanied by a work colleague or trade union/professional association representative.
- 2.7 Where the absence(s) is due to a condition that could be classed as a disability under the Equality Act 2010, advice should be sought from AskHR or a member of the Schools HR Team in relation to the procedure.



- 2.8 Nothing in this procedure shall prevent an employee from exercising their statutory rights under employment law to register a claim with an employment tribunal.
- 2.9 The School processes personal data, including special categories of data, collected and processed during the absence management process in accordance with the School's Data Protection Policy. In particular, data collected as part of the absence management process and any subsequent stages of action under the Long Term Sickness Absence Procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the Long Term Sickness Absence Procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's Data Protection Policy. It may also constitute a disciplinary offence, which will be dealt with under the school's Disciplinary Procedure.

### **3. NOTIFICATION OF ABSENCE AND CONTACT ARRANGEMENTS**

- 3.1 All employees must follow the notification procedure for reporting sickness absence as set out by the Headteacher\* or their nominated contact person. On the first day of absence, employees must give brief details of the reason for absence, the date the absence commenced, the likely duration of the absence, whether it is related to an accident or injury at work and whether any medical attention has been sought.
- 3.2 Employees must ensure that they submit fit notes to cover their absence continuously on the 8<sup>th</sup> calendar day of absence onwards. The school must make internal arrangements to ensure that absence is recorded correctly using the School's absence recording system and that the appropriate documentation relating to sickness absence, including fit notes, is obtained and maintained.
- 3.3 In all cases of long term absence, it is important that the school maintains regular contact with the absent employee in relation to their absence, including, if necessary and by agreement, visit the employee, unless exceptional circumstances apply. The purpose of such contact is to enquire as to the employee's health and recovery, to ascertain whether a return to work is likely in the near future and to identify any adjustments that could be made to facilitate an earlier return to work.
- 3.4 Any contact with the employee should be handled sensitively to avoid the perception that the employee is being pressurised or harassed. Appropriate informal social contact should also be encouraged, which will ensure that the employee does not feel isolated. It is a matter for the Headteacher\* to determine who would be the most appropriate person to maintain contact with the employee.
- 3.5 Employees have a responsibility to maintain regular contact with the Headteacher\* or nominated contact person during periods of long term sickness absence to update the School on progress and likely duration of absence so that support can be provided for the employee as appropriate and to enable the Headteacher to plan for cover arrangements.

### **4. MEDICAL REFERRAL TO THE OCCUPATIONAL HEALTH UNIT**

- 4.1 The responsibility for the management of long term absence cases rests with the School, supported by AskHR and the Schools HR Team. Each school will need to ensure that all employee absence is monitored and will need to ensure that they are able to supply the information required to make a referral to the Occupational Health Unit (OHU).

- 4.2 A referral for a medical opinion from OHU should be made in the following circumstances:
- Where an employee has been absent from duty for four weeks or more due to sickness; or
  - If the employee has been absent from duty with stress, depression, anxiety or any other mental health condition, the referral should be undertaken when the first fit note is received; or
  - If the employee is absent with an industrial injury or other work-related condition, a referral should be undertaken immediately; or
  - There have been a number of shorter periods of sickness, (see Short Term and Repeated Absence Procedure); or
  - The Headteacher\*/Governors of the school have justified concerns about the ability of the employee to carry out their duties because of a medical condition,
- 4.3 There is a need for discretion and tact in requiring an employee to attend an OHU assessment, taking into consideration the circumstances of the case. In certain circumstances, it may be appropriate just to monitor the case over a longer period of time rather than referring it to OHU, e.g. post hysterectomy, broken bones, end dated or terminal illness (see [Absence Management Guidelines](#)).
- 4.4 It should be noted that, in cases where employees who have contact with children suffer from pulmonary tuberculosis, epilepsy, psychiatric disorders or other such conditions, action should be taken to refer the employee to OHU without delay. Paragraph 4.12 of this procedure provides further information on action to take in these circumstances.
- 4.5 Where it is decided that the employee should be referred to OHU, the Headteacher\* or nominated person should contact the employee to inform them of the referral and its contents and to obtain the employee's consent, before the referral is made. In all cases, the employee should be informed that they may find it helpful to seek the advice and guidance of their trade union/professional association.
- 4.6 In the case of teachers, Conditions of Service for School Teachers in England and Wales apply. These national conditions state that to be entitled to sick pay, it is a requirement for the employee to submit to medical examination if requested to do so. The same requirement applies to support staff as stipulated by the NJC National Agreement on Pay and Conditions.
- 4.7 The school should complete an online referral via the OHU online system. The prime responsibility for initiating the referral process rests with the School. The referral should contain factual details and provide details of the illness, the duties and responsibilities of the postholder, any problems which have come to light in undertaking the duties and responsibilities as a consequence of the medical condition, the likely length of absence, possible adjustments to enable a return to work and any other relevant information. In completing the referral, the manager should bear in mind the fact that the referral may be seen by the employee at a later date.
- 4.8 OHU may consider it appropriate for a medical report to be sought from the employee's own medical practitioner. If this is the case, the employee will be asked to sign a consent form, sent by OHU, which will set out their rights under the Access to Medical Reports Act 1988, including the right to see the report prior to it being sent to the Occupational Health Adviser.

- 4.9 An OHU appointment will normally be arranged within 2 weeks of the referral. OHU will notify the employee of the date of any appointment once the appointment date has been set. The appointment will normally take place over the telephone but face to face appointments may be available upon request by the referring person. The Headteacher will be able to track the progress of the appointment on the OHU online system.
- 4.10 As stated in paragraph 4.6, all school employees are required, under their conditions of service, to attend a medical consultation arranged by OHU and failure to do so without a reasonable explanation being provided to the Headteacher or nominated person, or failure to notify School and OHU of intended non-attendance may lead to formal disciplinary action, or may lead to decisions being taken on the basis of the existing level of knowledge about the absence. It may also disqualify employees from the benefits of the occupational sick pay scheme, in accordance with their conditions of service.
- 4.11 Following the OHU appointment, OHU will prepare a report, which will be available on the on-line system. A copy of the report should be provided to the employee by the Headteacher\* if requested.

#### **4.12 Medical Disorders (teachers and other employees having contact with children)**

- 4.12.1 In cases where a teacher is found to be suffering from a contagious disease or a condition such as pulmonary tuberculosis, epilepsy, a psychiatric disorder or other such condition, the matter should be referred to OHU following the procedure outlined above. The employee should not be allowed to work until OHU has given clearance.
- 4.12.2 In some cases, the employee's medical practitioner may sign them off as being fit to work but they should not be allowed to return to duty until OHU has made a decision, even if this means suspending the employee from duty on full pay. Where an employee is suspended on full pay, the Schools HR Team must be consulted.
- 4.12.3 Headteachers\* must take immediate action when they consider a teacher may have become medically incapable of performing teaching duties if this may put at risk the health, education, safety or welfare of pupils.

### **5. SICKNESS ABSENCE REVIEW PROCEDURE**

- 5.1 Depending upon the circumstances of the case, a meeting may be convened by the Headteacher\* to discuss the content of the OHU report, support that can be provided to the employee to aid their recovery and the implications of the employee's continued sickness absence. At this meeting, the Headteacher\* may be accompanied by a representative of the Schools HR Team. The employee has the right to be accompanied by their trade union/professional association representative or a work colleague at this meeting. In exceptional circumstances, the Headteacher\* may not be present at this meeting and the meeting may take place away from the school premises, or outside of school time.
- 5.2 Normally, the outcome of the medical referral and any subsequent discussion with the Headteacher\* will be one of the following:
- (i) the employee is fit to return to the full duties of the post, therefore a return to work date is agreed;

- (ii) the employee is fit to return to the duties of the present post subject to reasonable adjustments having been implemented and/or the benefit of a rehabilitation programme, possibly through a phased return to work and a return to work date is agreed. Recommendations regarding reasonable adjustments may arise from the OHU report or from a fit note;
- (iii) further time is required for recovery and a further meeting is arranged in due course to review progress;
- (iv) the employee is permanently incapable of discharging efficiently the duties of the present post, but fit for other comparable employment within the school (where this is available) (see paragraph 6 below);
- (v) the employee is permanently incapable of discharging efficiently the duties of the present post or any other comparable employment within the school (where this is available) (see paragraph 6 below);
- (vi) the matter should be referred 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) (see paragraph 8 below). If this is the case, the employee should be informed that one option available to the Attendance and Dismissals Committee is the dismissal of the employee on the grounds of capability owing to ill health.

5.3 Where an employee has a disability, the Headteacher\* should fulfil their duty to make reasonable adjustments under the Equality Act 2010 to ensure that the employee is not substantially disadvantaged in their ability to attend and fulfil their work. Consideration should be taken of any advice from OHU in respect of the adjustments recommended. The Headteacher\* should also seek and consider advice from the Schools HR Team. See Section 6 of the [Guidelines for Managing Sickness Absence in Schools](#) for further information.

5.4 Where it is apparent from the OHU report that the employee will remain absent from duty for some time but may return, the Headteacher\* should discuss the matter with a member of the Schools HR Team in order to determine what action could be taken. Further sickness absence review meetings may be arranged with the employee as appropriate to discuss the options available, which include:

- continuation of monitoring;
- phased return to work. The feasibility of this should be considered by the Headteacher\*. If a school is part of the County Council's Insurance Scheme for supply cover, the phased return must be arranged in agreement with Schools HR Team, and in consideration of the advice from OHU and/or the employee's medical adviser;
- reasonable adjustments made to the employee's duties and responsibilities;
- retraining;
- any other reasonable adjustments recommended by OHU or on the fit note.
- the possible application for ill health retirement benefits.

5.5 In case of more prolonged absence, where OHU continue to be unable to make any firm prognosis regarding return to work or ill health retirement, a meeting should take place with the employee to discuss the findings of the medical report and the implications of their continued absence, including the possibility of a referral of the case to the Attendance and Dismissals Committee. Advice should be sought from the Schools HR Team and the employee informed of their right to be accompanied at the meeting by a

trade union/professional association representative. In reaching a decision, consideration must be given to the following:

- the available medical advice;
- the nature of the illness;
- the pattern of absence;
- the overall absence record;
- the likelihood of a return to work in the foreseeable future;
- the operational needs of the school;
- the impact on the workload of other employees and the continued capacity to cover the absence;
- any implications arising from the Equality Act 2010

## **5.6 Industrial Injury**

5.6.1 Where an employee is absent from duty due to an accident which arose out of, and in the course of, their employment, this may be treated as an industrial injury. The Headteacher must consider each case on an individual basis and make a decision on whether the absence is due to an industrial injury. Where there is any doubt as to whether it should be treated as an industrial injury, the Headteacher should seek advice from the Schools HR Team.

5.6.2 The Headteacher should inform the employee that the case is held to be an industrial injury and should update the online absence system to indicate this, including inputting the injury on the online accident reporting system. The Headteacher should ensure that any relevant statutory paperwork is completed e.g. referral under RIDDOR etc, in consultation with the employee.

5.6.3 The Headteacher will inform the employee, that the absence is being viewed as an industrial injury (without prejudice).

### **5.6.4 Teachers**

- Paragraph 9 under Section 4 of the Conditions of Service for School Teachers in England and Wales outlines the provisions relating to absence arising from accident, injury or assault at work. These provisions apply equally to absence caused by both physical injury and clinically diagnosed psychological injury.
- If the case is held to be an industrial injury, teaching employees are entitled to full pay for a maximum period of 6 months, which is not deducted from their normal sick pay entitlement, though such absences are reckonable for entitlement to Statutory Sick Pay.

### **5.6.5 Support Staff**

- If the case is held to be an industrial injury, support staff employees are entitled to full pay for a maximum period of 9 months, after which time the employee will receive their half pay entitlement under the Occupational Sick Pay Scheme.

## **5.7 Absence Caused by Negligence**

### **5.7.1 Teachers**

Section 4, Paragraphs 11.1-3 of the Conditions of Service for School Teachers in England and Wales states the following:

- 11.1 If the absence of the teacher is occasioned by the actionable negligence of a third party in respect of which damages are recoverable, he/she shall advise the employer forthwith and the employer may require the teacher to refund a sum equal to the aggregate of sick pay paid to him/her during the period of disability of such part thereof as is deemed appropriate, but not exceeding the amount of the damages recovered. In the event of the claim for damages being settled on a proportionate basis, the employer will require full details and will determine the actual proportion of sick pay to be refunded by the teacher.
- 11.2 If the employer, in consultation with the governing body as appropriate, are of the opinion that the disability which has occasioned the teacher's absence from work is due to his/her misconduct, or if the teacher has failed to observe the conditions of this scheme, or has been guilty of conduct prejudicial to his/her recovery, the payment of any sick pay under the scheme may be suspended by the employer. In any such case the employer shall inform the teacher of the grounds upon which the payment of sick pay has been suspended. He/she will then be given the opportunity to submit his/her observations and to appear (accompanied by a representative if he/she so wishes) before the Grievance Committee of the Governing Board. The Committee will thereupon decide whether the disability was due to the conduct of the teacher or whether he/she has failed without reasonable cause to observe the conditions of the scheme, or has been guilty of conduct prejudicial to his/her recovery, in which case the teacher shall forfeit his/her right to any payment or further payment of sick pay in respect of that period of absence.
- 11.3 Sick pay shall not be paid in a case of accident due to active participation in sport as a profession unless the employer decides otherwise, though Statutory Sick Pay may be payable.

#### 5.7.2 Support Staff

Paragraph 10 of the NJC National Agreement on Pay and Conditions of Service states the following:

- 10. If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended. The authority shall advise the employee of the grounds for suspension and the employee shall have a right of appeal to the appropriate committee of the authority. If the authority decide that the grounds were justified then the employee shall forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure.

## **6. PERMANENT INCAPACITATION AND TERMINAL ILLNESS**

- 6.1 In cases where OHU and the employee's medical adviser agree that the employee is permanently incapable of efficiently carrying out the duties and responsibilities of their present post, or any other comparable employment within school (where this is available), the Headteacher\* should arrange a meeting with the employee and their representative to discuss the implications of that decision. In these circumstances, the Headteacher\* should seek and consider advice from the Schools HR Team.
- 6.2 Where OHU recommends ill health retirement and the employee decides that they wish to pursue ill health retirement, the procedure in paragraph 7 will be followed. In these circumstances, the employee should be made aware that by applying for ill health retirement, they are confirming that they consider themselves to be permanently unfit for gainful employment until retirement age. If an application for ill health retirement is made but is unsuccessful, the case should then be referred to a meeting of the Attendance and Dismissals Committee to consider the termination of employment on the grounds of capability owing to ill health. Employees should be encouraged to consult their trade union/professional association, so they are fully aware of the implications of their application.
- 6.3 Where the Occupational Health Adviser determines that the employee is permanently incapable of discharging the duties of the present post efficiently but is fit for comparable employment within school (where this is available), consideration should be given to the School making alternative arrangements, in consultation with OHU/Schools HR Team, by discussing:
- job restructuring;
  - relinquishing some responsibilities;
  - changing to job share or part-time work;
  - retraining;
  - modifications to the work place or to working practices;
  - the use of technical aids.

Such alterations should also be considered under the provisions of the Equality Act 2010 to assist the employee in gradually returning to full time employment. Where appropriate, any proposal in relation to alternative duties should be discussed with the Schools HR Team and with OHU (if necessary) before the amendment to the role is made.

- 6.4 If suitable alternative employment within the school is identified and offered, but is rejected by the employee and they are in agreement with the medical opinion with regard to permanent incapacity, the matter should be referred to the Attendance and Dismissals Committee, who may decide to terminate the contract of employment on the grounds of capability owing to ill health. In reaching a determination on the case, the Attendance and Dismissals Committee should consider whether the alternative employment which has been offered was comparable and suitable. The employee must also be made aware that refusal of the offer of comparable employment would result in no automatic entitlement to pension benefits being paid upon dismissal.
- 6.5 Where it is felt there are no suitable alternative employment or the employee refuses to accept the medical advice or there is continuing disagreement, the matter should be referred to the Attendance and Dismissals Committee, who may decide to terminate the contract of employment on the grounds of capability owing to ill health.

- 6.6 School employees are not covered by the County Council's Redeployment Agreement. Therefore the only option for the consideration of alternative employment is within the employee's own School.

## 6.7 Terminal Illness

This procedure may be used for dealing with cases of terminal illness. Advice on managing cases of long term absence due to terminal illness can be obtained from OHU and the Schools HR Team, including advice and guidance in relation to financial entitlements and pension issues. In addition, specific guidance for managing cases of critical or terminal illness can be found within the [Guidelines for Managing Sickness Absence](#) on the Schools Portal.

### NOTE:

- (1) In this context 'permanently incapable' means incapable of discharging the duties of the post until the employee's normal retirement age.
- (2) Alternative/comparable employment is defined as employment in which, when compared to an employee's present employment, the contractual provisions are the same or differ only to an extent that is reasonable. The following factors will be taken into account: the nature of the employee's ill health or infirmity of mind or body, the contractual provisions as to location, remuneration, hours of work, holiday entitlement, sickness or injury entitlement and other material terms that do not differ substantially from those of the employee's present employment.

## 7. ILL HEALTH RETIREMENT

### 7.1 Teachers' process

- 7.1.1 Any teacher considering an application for IHR benefits should be advised to consult with their trade union/professional association, before submitting their application. In making such an application, the teacher will be reminded that in doing so, they are indicating to their employer that they believe themselves to be permanently unfit to teach.
- 7.1.2 The application process for ill health retirement is contained within the [Ill Health Retirement Guidance for Teachers](#) document.
- 7.1.3 If approval has been given by Teachers' Pensions for the teacher to retire on IHR grounds, the Headteacher/Manager should arrange a mutually convenient date of retirement with the teacher and the school. It should be noted, however, that in granting infirmity benefits, the teacher has been deemed permanently unfit to teach and the provisions of the Teachers' Regulations then apply. Therefore, the date of termination should be as soon as possible after the granting of infirmity benefits without payment in lieu of notice. If the date of retirement cannot be mutually agreed, the termination date will be 30 days after the date that the award of IHR benefits is notified to the Employer.
- 7.1.4 The teacher has a right to appeal against a decision of Teachers' Pensions in relation to their IHR retirement application. The written appeal should be directed to Teachers' Pensions. For further details of the IHR appeals process, visit the Teachers' Pensions website at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).



## **7.2 Support Staff process**

- 7.2.1 The application process for ill health retirement for support staff is contained in the document [Ill Health Retirement Guidance Support Staff](#) in Schools.
- 7.2.2 If the application for ill health retirement is successful, the effective date of termination should be as soon as possible after the granting of IHR, without payment in lieu of notice. If the employee is not granted IHR, the matter should be referred to the Attendance and Dismissals Committee, where termination of the employee's contract of employment should be considered on the grounds of capability owing to ill health.
- 7.2.3 Members of the LGPS have a right of appeal against any decision made by their employer regarding their pension rights. Further details regarding the appeals process can be found on the Your Pension Service website [www.lppapensions.co.uk](http://www.lppapensions.co.uk).

## **8. ATTENDANCE AND DISMISSALS COMMITTEE**

- 8.1 Where it is decided that all alternatives have been exhausted and termination of the employee's contract of employment should be considered, advice must be sought from the Schools HR Team.
- 8.2 Circumstances in which consideration may be given to terminating an employee's services include:
- where OHU determine that an employee is permanently unfit to carry out the duties of their present post or any other comparable employment within school (where this is available), and the employee does not wish to pursue ill health retirement;
  - where OHU determine that an employee is permanently unfit to carry out the duties of their present post but is fit for other comparable employment within school (where this is available) and all other employment alternatives have been considered, including modifications to the work place and/or working practices, but no such comparable employment has been identified or it has been rejected by the employee;
  - where the employee does not agree with the medical opinion with regard to permanent incapacity for work;
  - where the employee has been advised to seek ill health retirement on the basis of medical advice but refuses to do so;
  - where OHU is unable to reach a decision on permanent incapacity for work;
  - where neither OHU nor the employee are able to indicate a return to work date in the foreseeable future and the School is unable to continue to sustain the absence.
- 8.3 In these circumstances a report will be made to the Governors' Attendance and Dismissal Committee or Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher). The Committee will consider

whether to monitor the case further or to take a decision to terminate services on the grounds of capability owing to ill health, having regard to the circumstances of the case, and the action taken during the Sickness Absence Review Procedure. The procedure to be followed at the meeting is outlined at Appendix A.

- 8.4 Any appeal against dismissal by the Attendance and Dismissals Committee will be heard by the Appeals Committee. The procedure to be followed at the meeting is outlined at Appendix A. The appeal outcome will be final. There will be no further right of appeal against dismissal.

## **9. EXTENSION OF SICK PAY ENTITLEMENT (TEACHING STAFF ONLY)**

- 9.1 Under the Conditions of Service for School Teachers in England and Wales, Section 4, paragraph 2.2 provides the employer with discretion to exceed the minimum entitlement for sick leave in individual circumstances.

## **APPENDIX A**

### **GOVERNING BOARD ATTENDANCE AND DISMISSAL COMMITTEE**

#### **PROCEDURE FOR CONSIDERATION OF REPEATED AND LONG TERM SICKNESS ABSENCE AND TERMINATION OF EMPLOYMENT ARISING FROM SICKNESS ABSENCE**

##### **A. GENERAL PRINCIPLES**

1. Any consideration of termination of employment should be pursued in consultation with the Director Children's Services as in the case of all dismissals, other than where the Chair of Governors has delegated authority. In the case of Voluntary Aided and Foundation Schools, any consideration of termination should take place in accordance with the Governing Board's dismissal procedure. Confidentiality should be maintained as is the case in any dismissal process.
2. The employee has the right to attend and/or be represented by a work colleague or representative of a trade union/professional association, at any meeting convened under these procedures. In addition, the employee may be accompanied by a scribe whose only function is to take written notes to serve as a private record for the employee.
3. The Headteacher\*, when presenting a report at any meeting convened under these procedures, has the right to be accompanied by a representative of a professional association to act as adviser (not as the presenter of the case).
4. At any meetings convened under these procedures, the Director Children's Services or their nominee, normally an HR representative, is entitled to attend. In the case of Voluntary Aided and Foundation schools with full delegation, this will apply where advisory rights have been accorded to the Director Children's Services. Where advisory rights have been accorded to the Diocese, a Diocesan Officer is entitled to attend.
5. The power to adjourn meetings convened under these procedures rests with the Chair of the meeting. Both parties will be allowed the facility of an adjournment which will not unreasonably be refused.
6. In schools where the Governing Board have not delegated the responsibility for dismissal decisions to the Headteacher, any reports presented to the Governing Board under these procedures will not be dealt with by the full Governing Board, but by a Committee of the Governing Board set up for that purpose comprising no fewer than three governors. The Governing Board will empower the Disciplinary Committee to sit as an Attendance and Dismissal Committee with delegated powers to deal with matters under both the short term and the long term sickness absence procedures. The Committee will be empowered to consider and determine matters arising from ongoing temporary incapacity and repeated short-term absence and to consider and determine matters where an employee does not accept a recommendation to seek infirmity benefits.
7. Any appeal against termination of contract will be referred to the Appeals Committee of the Governing Board.

##### **B. PROCEDURE AT THE HEARING OF THE ATTENDANCE AND DISMISSAL COMMITTEE OF THE GOVERNING BOARD**

1. The Attendance and Dismissal Committee will meet as soon as is practicable, once a decision has been taken to submit a report to Governors.
2. The employee will be informed in writing that a report is being submitted to the Attendance and Dismissal Committee and that the employee can attend and may be represented by a work colleague or Professional Association/Trade Union representative, to respond to the case. Where the employee fails to attend and no reasonable explanation is forthcoming, the matter may be considered in their absence.
3. The Headteacher\* will prepare a report for the Attendance and Dismissal Committee setting out:
  - ❑ the absence record of the employee over the relevant period (depending upon the nature of the absences) with any patterns/frequencies highlighted which are considered to be relevant
  - ❑ all correspondence confirming action taken
  - ❑ a current medical report (where this is available) and any further medical advice relevant to the case.
4. The Clerk to the Governors will give written notification of the date, time and place of the hearing to the employee and their representative together with a copy of the report to be placed before the Committee at least 10 working days prior to the date of the meeting. If the employee is not able to attend due to the unavailability of their professional association/trade union representative, the representative should suggest an alternative date within 5 working days of the original date.
5. The employee may (if they wish) submit to the Clerk of the Governors any documents concerning the report for circulation to the members of the Committee prior to the meeting.
6. The case on behalf of the School will be made by the presenter of the report (i.e. Headteacher\*, or other appropriate person e.g. an officer of the Authority) and witnesses may be called to support the case.

Where an employee does not attend the hearing or is not represented but submits written representations, 7 to 10 should be omitted.

7. The employee and/or their representative and members of the Attendance and Dismissal Committee will be entitled to question the presenter of the report and any witnesses.
8. The employee and/or their representative will present a statement of case and present any documents to the Committee and will be entitled to call witnesses to support the case.
9. The presenter of the report and the Committee will be entitled to question the employee and any witnesses who have been called.
10. The presenter of the report will have the opportunity to make a closing statement to the Committee and, thereafter, the employee and/or their representative will have the opportunity to do the same.
11. At the conclusion, the presenter of the report, the employee, their representative and any witnesses will withdraw and the Committee will reach a decision in private. Advice given by the Director Children's Services/Diocesan Officer or their representatives must be

considered by the Committee. Should any parties need to be recalled to clarify any points of uncertainty, all parties should return notwithstanding that the point giving cause for concern relates to one party only.

12. Following their deliberations, the decision of the Committee will be conveyed orally to both parties and subsequently confirmed in writing within 5 working days informing the employee of their right of appeal which must be exercised within 10 working days of written confirmation of the decision.
13. In the event that a decision to dismiss is taken, the employee will receive due notice.
14. The notice period will commence from the date that the decision to dismiss is taken.
15. The same procedure will be followed where the Governing Board have delegated the responsibility for dismissal decisions to the Headteacher. In these cases, the Headteacher will assume the role of the Committee and an alternative member of the School Leadership Team will assume the role of the Headteacher. The Headteacher will identify the most appropriate individual to assume the role of the Clerk to Governors.

### **C. APPEAL PROCEDURES**

1. Any appeal against a decision of the Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher) or the Attendance and Dismissal Committee will be referred to the Appeals Committee of the Governing Board.
2. Appeals will be dealt with by way of rehearing and the order of proceedings will be in accordance with Section B6-11 above. In the case of Voluntary Aided, Trust and Foundation Schools, the Appeals Procedure will operate in accordance with their adopted procedures for dismissal.
3. The Clerk to the Governors will give written notification of the date, time and place of the hearing to the employee so as to arrive no later than 10 working days before the date of the meeting and the employee will receive, by that time, a copy of the report and statement(s) (if any), which are to be considered by the Appeals Committee.
4. The employee may submit any documents concerning the decision of the Attendance and Dismissal Committee or Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher). These should normally be made available to the Clerk to the Governors as soon as possible before the date of the meeting, so that they may be circulated with the report and statements.
5. A copy of the report and statements will be forwarded to members of the Appeals Committee prior to the hearing.
6. The Appeals Committee will have the power to confirm or alter the decision of the Attendance and Dismissal Committee or Headteacher (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher). In the event that any subsequent appeal reverses the decision, the termination of employment will be rescinded and any arrears of salary will be reinstated accordingly.
7. The decision of the Appeals Committee will be final and no further right of appeal or hearing will be allowed under these procedures. The decision will be conveyed orally to the employee at the conclusion of the appeal hearing by the Chair of the Committee or one of the advisors to the Committee.

8. The Governing Board will notify the Authority in writing within 5 working days of the meeting of any determination to dismiss and the reasons for it. The Authority will within a period of 14 days (excluding weekends and public holidays) of the receipt of notification inform the employee of the termination of their contract of employment having regard to any period of notice to which they are entitled. In Voluntary Aided or Trust schools the Governing Board will be responsible for informing the employee of the termination of contract.
9. The effective date of dismissal will be the date of the Attendance and Dismissal Committee hearing or Headteacher hearing (where the Governing Board has delegated the power to make dismissal decisions to the Headteacher) where the original decision to dismiss was taken. All dismissals under this procedure will be with notice pay or payment in lieu of notice.

**NOTE      Employment Tribunal**

Nothing in these procedures will restrict an employee from exercising statutory rights under employment law.

**APPENDIX B**  
**ADDENDUM TO LONG TERM ABSENCE PROCEDURE**

**School Staffing (England) Regulations 2003 & 2009 – Delegation to Headteacher of authority to make dismissal decisions.**

These Regulations allow for Governing Bodies to delegate authority to make dismissal decisions to Headteachers. Therefore, the Headteacher becomes responsible for all disciplinary action up to and including dismissal.

Governing Bodies will need to take a decision as to whether they wish to delegate this responsibility. They need to bear in mind that the statutory guidance accompanying the Regulations specifies a series of circumstances where such an arrangement may not be appropriate. These are as follows

- A Headteacher who is unwilling to accept this function and who has hitherto not been required to do so. The position could be reviewed on the appointment of a successor Head.
- Where the Headteacher has been directly involved in the disciplinary process leading up to the consideration of dismissal – for example, through investigating the alleged misconduct. Experience shows that this is invariably the case and therefore, referral for consideration by the Discipline and Dismissal Committee preserves the integrity of the disciplinary process. However, in large Schools, it may be possible to delegate the responsibility for investigation to another member of the School Leadership Team, thereby leaving the Headteacher available to consider, what disciplinary action, up and including dismissal, should be taken. Appeals against disciplinary action should still be considered by the Appeals Committee.
- Where the Governing Board of a school with a religious character (i.e. Voluntary Aided, Foundation and Voluntary Controlled Schools) has agreed that Governor involvement will serve to preserve this character. Therefore, advice should be sought from the relevant Diocesan Authority.
- Where the Headteacher is themselves subject to disciplinary or capability procedures.
- Where the CSA may have made representations to the Chair of Governors on grounds of serious concerns about the performance of the Headteacher.

Where a Governing Board does decide to delegate the authority to make dismissal decisions, they are strongly advised to consult with staff and their professional associations before finally confirming their decision.