



Latymer All Saints C of E Primary School

Our School Vision

In our school:

we love deeply, respecting everyone and treating them with dignity;

we aspire with confidence, working hard and embracing challenge;

we serve God and our community, following the example of Jesus, to create a better world.

"Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us."

Ephesians 5:2 (NLT)

Our School Values: Love, Aspiration, Service

Latymer All Saints C of E Primary School Sickness Absence Policy (adopted)

Sickness Absence Policy

Date of Issue: 15th September 2025

Contents

1. Purpose	1
2. Scope.....	1
3. Definitions	1
3.1 Sickness Absence	1
3.2 Short-Term Absence	1
3.3 Long-Term Absence	1
3.4 Working Days	1
4. Reporting Procedure and Maintaining Contact	2
4.1 First Day of Absence.....	2
4.2 Ongoing Short-Term Absence	2
4.3 Absences of 8 Days or More	2
4.4 Late Notification.....	2
5. Certification.....	2
5.1 Absences of up to 7 Calendar Days.....	2
5.2 Requesting Medical Evidence for Absences Up to 7 Days	3
5.3 Absences of 8 Days or More	3
6. Return To Work Meeting	3
7. Sick Pay.....	4
7.1 Statutory Sick Pay (SSP)	4
7.2 Occupational Sick Pay (OSP)	4
7.3 Withholding Sick Pay.....	4
8. Sickness During Annual Leave.....	4
9. Pregnancy Related Sickness Absence	5
10. Disability Related Sickness Absence	5
11. Medical Suspension	5
12. Absence Trigger Points.....	6
13. Occupational Health (OH)	6
14. Informal Absence Management Process	7
14.1 Informal Absence Review Meetings	7
14.2 Attendance Improvement Plans (AIP)	7
15. Formal Absence Management Process.....	8
15.1 Formal Absence Review Meetings.....	8
15.2 Minutes and recording.....	8
15.3 Right to be Accompanied	8
15.4 Formal Absence Review Meeting Outcomes	9

15.5 Formal Absence Review Meeting Outcomes	9
15.6 Appeal Process	10
16. Managing Patterns of Recurring Absence.....	10
17. Overlapping Ill Health and Grievance Issues.....	10
18. Ill Health Retirement.....	11
19. Accidents at Work.....	11
Appendix 1 – Teachers Sick Pay	12
Appendix 2 – Support Staff Sick Pay	13

1. Purpose

The purpose of this policy is to provide a clear and consistent framework for managing sickness absence.

We are committed to treating all staff fairly and with compassion when managing sickness absence, and to maintaining a safe, supportive work environment. We will support the health and wellbeing of employees and workers while ensuring that absences are managed effectively, fairly, and in line with legal obligations.

This policy aims to promote good attendance, encourage early intervention, provide support for staff who are unwell, and facilitate a smooth return to work wherever possible.

This policy sets out the procedures for reporting and recording sickness absence, the support available to staff, and the steps that may be taken to manage both short-term and long-term absences.

2. Scope

This policy applies to all employees and workers. It does not apply to agency workers or workers provided by an external contractor.

Centrally appointed Local Authority (LA) employees based at the school/PRU are expected to follow the school's reporting procedures, with absences monitored and addressed by school management, while based at their establishment.

This policy covers absence due to personal illness or injury. It does not apply to time taken off work for other reasons that are non-sickness related, or due to illness or injury of others.

3. Definitions

3.1 Sickness Absence

Incapacity to carry out the duties and responsibilities which the employee is contractually obliged to do because of their own illness or injury.

3.2 Short-Term Absence

Frequent, intermittent or brief periods of sickness absence.

3.3 Long-Term Absence

Any continuous period of sickness absence lasting 28 calendar days or more without return to work.

3.4 Working Days

Any day from Monday to Friday, excluding weekends, public holidays, and school closure days

4. Reporting Procedure and Maintaining Contact

4.1 First Day of Absence

Employees who are too unwell to attend work should telephone the Headteacher or nominated person as soon as possible before the start of the working day. When reporting absence, employees should confirm:

- The reason(s) for the absence
- Estimated return date, where possible
- Any steps they are taking to manage the illness e.g. visiting the doctor, pharmacy, etc
- Any other relevant information e.g. priority tasks requiring attention in their absence.

In circumstances where an employee is incapacitated or unable to contact us their next of kin, or another person as appropriate, should notify the school on their behalf, and within the timeframe above unless there is reasonable reason this is not possible.

4.2 Ongoing Short-Term Absence

Employees who remain unwell after the first day of absence must keep their manager/nominated person informed of their situation by telephone each day, ideally as early as possible and before their normal start time.

Daily contact is required unless the manager/nominated person agrees to a longer reporting interval.

Where it is known that an absence will extend beyond one day, a longer reporting interval will be agreed in line with the circumstances of the absence.

4.3 Absences of 8 Days or More

An employee who remains unwell for 8 calendar days or more must continue to keep their manager/nominated person informed of the position as early as possible, however there will be no requirement to report absence daily.

The manager will agree arrangements for ongoing contact and reporting as appropriate to the circumstances and taking into consideration the employee's ability to make contact.

For absences of 8 or more calendar days, fit notes must be provided as set out in section 5.3.

4.4 Late Notification

If a member of staff is late in notifying sickness absence without reasonable reason, payment of sick pay may be withheld. We will seek to discuss this with the employee before any final decisions are made.

5. Certification

5.1 Absences of up to 7 Calendar Days

Employees may self-certificate any sickness absences lasting up to 7 calendar days (inclusive of non-working days).

A self-certification form must be completed by the employee for every absence as part of the return-to-work process. This must be submitted to their line manager or other nominated person.

All sickness absence, regardless of duration, must be covered by a self-certificate and/or fit note.

5.2 Requesting Medical Evidence for Absences Up to 7 Days

In exceptional circumstances, such as frequent short-term absences, or where there are concerns regarding an employee's health, we may request reasonable medical evidence for absences of less than 8 calendar days.

In these circumstances we will cover any costs incurred by the employee in obtaining the note.

5.3 Absences of 8 Days or More

For absences of 8 or more calendar days, employees must provide a 'Statement of Fitness for Work', commonly known as a 'fit note', from a medical practitioner.

If a fit note expires and an employee remains unable to work, they should obtain subsequent fit notes to ensure continuity of absence certification. This must be provided to us without unreasonable delay.

If an employee anticipates that they will not be able to provide a new fit note before their current one expires, they must inform their line manager/nominated person as soon as possible, and no later than the expiry date of the existing note, providing an update on when the new certificate is likely to be available.

At the end of an employee's sickness absence, they must have provided fit notes to cover the period from day 8 of absence through to the last day of sickness absence, including any non-working days, such weekends and school holiday periods.

6. Return To Work Meeting

A return-to-work meeting will be held when an employee returns following each period of sickness absence.

The purpose of a return-to-work meeting is to welcome the employee back to work, ensure that they are fit to carry out their duties and address any necessary support needs or concerns.

The return-to-work meeting is an informal meeting. It will not follow a defined structure but may likely include:

- the reasons for the absence
- any additional support required
- any concerns raised by us or the employee
- any medical advice received by the employee
- measures identified to support the employee to improve attendance and help prevent future absences.

The meeting will be held without unreasonable delay and usually on the employee's first day back. It will be conducted by the employee's line manager or another designated person.

A record of the meeting will be made using the Self-Certification and Return to Work form.

The employee will receive a copy of this form, and the original will be retained in the employee's record.

7. Sick Pay

7.1 Statutory Sick Pay (SSP)

Provided that absence management procedures are followed, eligible employees will receive Statutory Sick Pay (SSP) at the applicable national rate which can be found here: <https://www.gov.uk/statutory-sick-pay/overview>.

This payment is subject to deductions for tax and National Insurance contributions.

SSP is payable from the fourth day of absence and up to 28 weeks.

To qualify for SSP, employees must complete and provide us with a self-certification form.

7.2 Occupational Sick Pay (OSP)

In addition to SSP, we pay OSP in line with relevant conditions of service.

Teachers are entitled to OSP under the Burgundy Book (Conditions of Service for School Teachers in England and Wales), which provides full and half pay entitlements based on length of continuous service.

Support Staff are entitled to OSP under the Green Book (National Joint Council (NJC) terms and conditions), which also offers full, and half pay entitlements depending on service length.

Further details of OSP can be found in Appendices 1 and 2.

OSP is inclusive of any SSP due.

7.3 Withholding Sick Pay

We may suspend sick pay in the following circumstances:

- the absence of an employee is deemed to be due to their own misconduct,
- the employee fails to follow this policy without reasonable reason.
- the employee's conduct is prejudicial to their attendance at work or recovery.

We will give the employee the opportunity to discuss the matter before any final decisions are made to withhold sick pay.

8. Sickness During Annual Leave

If an employee becomes unwell during annual leave and wishes to treat this period as sick leave they may be allowed to reclaim the statutory annual leave entitlement as outlined in the Working Time Regulations (28 days / 5.6 weeks per annum pro-rata).

In such cases, the employee's leave will be re-credited, and the period of illness will be treated as sick leave rather than annual leave.

Employees are required to report sickness during annual leave promptly to ensure proper documentation is in place and to avoid any disruption to their leave balance.

To reclaim this leave, an employee must follow the notification process set out in this policy.

Reclaimed leave should be taken within the same leave year unless this is not reasonably practicable. Any carry forward of annual leave between leave years due to sickness will be considered on a case-by-case basis.

Employees may also reasonably request annual leave during a period of long-term sickness absence. Where agreed, this will reinstate full pay for the employee but will not break the continuity of sickness absence and it will count as a single period for trigger purposes.

For teachers, statutory annual leave is not separate from school holidays. Although they do not have a contractual right to paid annual leave, their entitlement is met through school closures. If a teacher is off sick, any unused statutory leave is considered to have been taken during school holidays. If not enough closure time has occurred, the remaining leave can be carried forward to future closures.

9. Pregnancy Related Sickness Absence

Any sickness absence that is related to an employee's pregnancy will be considered separately from other types of absence and will not be counted towards any trigger points or contributory to formal warnings.

Employees are encouraged to inform their line manager if their illness is pregnancy-related so appropriate support and adjustments can be made.

If an employee is absent from work due to a pregnancy-related illness during the four weeks prior to the expected week of childbirth, maternity leave will normally begin automatically on the day following the first day of absence, in line with statutory requirements.

10. Disability Related Sickness Absence

Disability-related sickness absence will be managed in line with the Equality Act 2010.

We are committed to making reasonable adjustments where necessary to support employees with disabilities. Specific adjustments will be considered on a case-by-case basis.

These adjustments aim to help employees remain at work or facilitate their return after illness, ensuring fair and equitable treatment throughout the sickness absence process.

11. Medical Suspension

In certain circumstances, where there are concerns about an employee's health and their fitness to carry out their duties safely, the employee may be medically suspended on full pay pending medical advice.

Medical suspension is a neutral, non-disciplinary measure used to allow time for further assessment of the employee's fitness to work or to prevent potential harm while medical information is obtained.

12. Absence Trigger Points

To support consistent and fair management of sickness absence, we use a set of trigger points to identify patterns of absence that may require further review or support. These trigger levels assist in setting clear expectations and allow us to offer timely support and/or intervention to employees struggling with sickness absence.

Reaching a trigger point may not automatically result in formal action, however it will prompt a conversation with the employee to determine any support needs they may have and, where appropriate, an informal or formal review of the employee's attendance and wellbeing.

The following trigger points will typically lead to a review meeting:

- Three or more periods of sickness absence within a rolling 6-month period.
- Ten or more working days of sickness absence within a rolling 12-month period.
- A single period of long-term sickness absence lasting 28 calendar days or more.
- Intermittent absence that is a cause for concern.

These trigger points are for guidance only and we reserve the right to raise concerns at an earlier stage where there are reasonable grounds to do so, or at a later stage, where appropriate.

Trigger points may be adjusted depending on individual circumstances, medical advice, or reasonable adjustments for disability-related absence, in line with the Equality Act 2010.

13. Occupational Health (OH)

We are committed to supporting the health and wellbeing of our employees. To help manage sickness absence and promote a healthy workforce, we may refer employees to an Occupational Health (OH) service. An OH service can provide professional advice and assessments regarding an employee's fitness to work, any workplace adjustments that may be needed, and recommendations for managing health-related absences.

Referrals to OH may be made in cases of long-term sickness, recurring short-term absence, or where there are concerns about an employee's ability to perform their duties effectively due to health reasons. We may also make an OH referral to support us in assessing whether any reasonable adjustments are required under the Equality Act 2010.

Before making a referral to OH, we will discuss the reason for referral with the employee and seek consent to proceed.

Following a referral meeting, the OH service will produce a report detailing the employee's fitness for work, and any recommendations for support or any adjustments. The OH Service will seek consent from the employee to release this report and any related medical information to us.

Any recommendations from the OH service will be carefully considered, and appropriate measures or support will be discussed with the employee to facilitate their return to work or support their ongoing employment.

We will determine whether OH recommendations are reasonable, sustainable and feasible to implement in the workplace.

14. Informal Absence Management Process

While absence due to ill health may not be within the employee's control, there may come a stage where their continued absence or medical condition affects their ability to carry out the duties of their role.

We aim to manage short-term sickness absence supportively and proactively through informal measures wherever possible before considering formal procedures.

14.1 Informal Absence Review Meetings

Where an employee's absence becomes a cause for concern, and/or they reach a trigger point, we will arrange an informal absence review meeting to:

- explore any underlying health or personal issues.
- discuss the impact of the absence on the school and colleagues.
- offer support or adjustments where appropriate.
- set expectations for future attendance.

The informal review meeting may be held as part of a return-to-work meeting.

This conversation should be supportive and constructive, and a note of the meeting may be kept for reference.

An informal absence review meeting will not result in any formal warnings being given to the employee.

14.2 Attendance Improvement Plans (AIP)

An Attendance Improvement Plan (AIP) is a structured tool used to set out the measures we will take to support the employee in improving their attendance and outline the level of attendance expected.

An AIP may be implemented as part of either informal or formal absence management procedures.

Following informal discussions, we may set an AIP where there are still concerns around an employee's attendance.

AIP may include defined review periods and targets for improvement in attendance. It should also consider support measures needed to help an employee meet or sustain attendance levels.

During the AIP review period, we will continue to offer appropriate support and check in regularly with the employee. The frequency of contact may reasonably differ depending on the circumstances of each absence. The employee's preferences for frequency will be taken into consideration, however we retain discretion to determine the most appropriate contact intervals to ensure effective support and absence management.

Throughout the AIP review period, we will monitor and review the employee's attendance to determine whether further support or action is needed.

If satisfactory improvement is achieved then the AIP, and the informal absence management process will come to an end.

If satisfactory improvement is not achieved by the end of the review period, the case may be escalated, and formal absence management procedures may be initiated. The employee will be informed when formal management becomes necessary.

15. Formal Absence Management Process

Where informal action has not led to sufficient or sustained improvement in attendance, or where the nature or impact of an employee's absence warrants formal consideration, the formal process will apply.

The purpose of the formal process will be to give an employee support to help them to achieve the expected attendance levels.

This process may be used in cases of both frequent short-term and long-term sickness absence.

15.1 Formal Absence Review Meetings

Where we determine that it is appropriate, we will invite the employee in writing to attend a formal absence review meeting.

We will give the employee at least 5 working days' notice of the formal meeting and the invite letter will outline concerns regarding their attendance and include any relevant evidence or documentation to be discussed during the meeting.

Employees will be provided with relevant documentation and advised of their right to representation ahead of any formal absence review meeting,

At the meeting employees will have the opportunity to respond to concerns about their attendance, provide context or medical information, raise any factors they wish to have considered and suggest any further support they feel would help.

Employees should make all reasonable efforts to attend meetings convened under this policy. If the employee fails to attend without good reason or is unable to attend due to health-related issues, we will consider reasonable adjustments or alternative arrangements to support their participation in this process. However, we may decide it is appropriate to proceed with the meeting and make a decision in the employee's absence based on the available information and any supporting evidence.

15.2 Minutes and recording

Informal and formal meetings may not be recorded (audio or video) by any party without prior written agreement from all participants. Covert recording is strictly prohibited and may be considered a disciplinary matter.

Following any formal absence review meeting, the outcome will be confirmed in writing to the employee as soon as reasonably practicable. A written summary or notes of the meeting will also be provided within a reasonable timeframe.

15.3 Right to be Accompanied

Employees have the right to be accompanied by a colleague or a trade union representative at any meetings held as part of the formal absence management process.

The employee should notify us of the name of their chosen companion at least 3 working days before each meeting.

If the preferred companion is unavailable on the scheduled meeting date, the employee may request to reschedule the meeting and should specify their availability for alternatives within 5 working days of the original meeting. If the companion is not available for a longer period, we will consider if a delay of more than 5 days may be reasonable.

15.4 Formal Absence Review Meeting Outcomes

Formal absence review meetings will generally follow a staged approach, with warnings and support introduced progressively where appropriate.

However, in cases of long-term sickness absence, it is not necessary to issue first and final warnings before considering dismissal. Instead, dismissal may be considered after a reasonable and fair period of absence, provided all appropriate support and alternatives have been explored. This ensures the process is not rushed but also avoids unnecessary prolonging of the formal stages when return to work is not reasonably foreseeable.

Following a formal absence review meeting, those hearing the case will reach a conclusion and communicate this to the employee. The outcomes of a formal absence review meeting may include:

- No formal action. An AIP may be introduced or extended.
- Adjournment to gather further information or seek further advice.
- First written warning with additional targets in an AIP.
- Final written warning with additional targets in an AIP. A final written warning will normally be issued:
 - where a first written warning has already been issued
 - the seriousness of the absence concerns reasonably warrants it.
- Dismissal, which may occur either:
 - where the employee has been issued with a formal final written warning, and remains unable to meet the required standards to fulfil the duties of their role.
 - in cases of long-term sickness, where no prior warnings have been issued but the employee is unable meet the required standards to fulfil the duties of their role within a reasonable timescale.
 - an employee who is dismissed for reasons of ill health capability is entitled to the greater of statutory or contractual notice.

15.5 Formal Absence Review Meeting Outcomes

Any formal warnings issued will remain live on the employee's record for a specified period, typically 12 months from the date of issue, unless otherwise stated.

During this period, the employee's attendance will continue to be monitored, and further absences may lead to escalation under the formal procedure.

Once the warning has expired, it will remain on their personal file but will no longer be considered live for the purpose of escalation in this process.

15.6 Appeal Process

The employee has the right to appeal any formal sanction issued to them. To appeal they must submit their appeal in writing to the person specified in the outcome letter, stating their grounds for appeal, within 7 calendar days from receipt of the outcome letter.

Wherever possible the appeal will be heard by an individual, or panel of individuals as appropriate, who have had no prior involvement in the process, including at least one who is of an equivalent or higher level of seniority than the person who made the original decision.

The appeal panel will invite the employee to an appeal meeting at which they will have the opportunity of explaining the grounds for their appeal. The employee will receive 5 working days' notice, in writing, of the meeting date.

The appeal will normally take the form of a review of the fairness of the original decision, considering the procedure that was followed, the grounds for appeal and any new information that may have come to light.

The decision of the appeal panel will be final. It will be confirmed to the employee in writing within 7 calendar days or as soon as reasonably practicable if there is reasonable reason this timescale may not be met.

16. Managing Patterns of Recurring Absence

Where an employee shows an initial improvement in attendance but subsequently returns to a pattern of frequent or prolonged absence, we reserve the right to resume the sickness absence management process at the stage previously reached, rather than restarting it from the beginning.

This decision will not be automatic. We will consider the duration and sustainability of the improvement, the reasons for the absences, and any mitigating circumstances.

Each case will be considered on its own merits, to ensure that any decision to resume the process at a later stage is fair, reasonable, and proportionate.

This ensures that short-term improvements do not unduly reset the process where an ongoing pattern of concern remains, while still allowing flexibility where a fresh start is justified.

17. Overlapping Ill Health and Grievance Issues

If an employee raises a grievance, or a complaint under one of our policies, whilst they are subject to a formal or informal absence management process, it will not prevent us from continuing with or concluding these processes. In exceptional circumstances, we may elect to pause the process, however this will be at our discretion.

Where the grievance is related to the absence management process, it may be decided that it is more appropriate to combine the processes or for the employee to present their grievance as part of their hearing/appeal.

Any processes instigated to harass or victimise a grievance raiser will not be tolerated, and the perpetrator(s) will be liable to disciplinary action in accordance with our disciplinary procedure.

18. Ill Health Retirement

Before any decision is made to proceed to dismissal, consideration may be given to whether ill health retirement is a viable and appropriate option.

Where the employee is a member of a pension scheme and meets the eligibility criteria for ill health retirement, this option may be explored in consultation with the employee and relevant occupational health professionals.

Where all parties agree that ill health retirement is reasonable and suitable, and all necessary medical and pension evidence supports this route, the process may be pursued as an alternative to dismissal.

For non-teaching / support staff, in some circumstances, it may be possible to mutually agree a date that employment will end, avoiding the need for a formal hearing, however the end of employment must still be considered as a dismissal and the employee's written consent would be required, to proceed.

19. Accidents at Work

All accidents or injuries at work will be recorded in line with our accident reporting procedure.

Where an employee is absent as a result of a reportable industrial injury or disease, we will comply with our legal obligations under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to report and keep records of:

- work-related accidents which cause certain serious injuries (reportable injuries).
- work-related accidents which cause death.
- diagnosed cases of certain industrial diseases.
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

For all reportable injuries, we will report via the HSE located at: [Make a RIDDOR report - Overview - HSE](#).

Appendix 1 – Teachers Sick Pay

Occupational Sick Pay for Teachers is as set out in the Burgundy Book (Conditions of Service for School Teachers in England and Wales)

Service	Entitlement
During the first year of service	Full pay for 25 working days and after completing 4 calendar months' service half pay for 50 working days
During the second year of service	Full pay for 50 working days and half pay for 50 working days
During the third year of service	Full pay for 75 days and half pay for 75 working days
During the fourth and successive years	Full pay for 100 working days and half pay for 100 working days

For the purpose of this scheme:

- “working days” means teaching and non-teaching days within “directed time”, as specified in the School Teachers’ Pay and Conditions Document.
- ‘service’ includes all aggregated teaching service with one or more LA.

In line with national conditions of service (Burgundy Book and Green Book), employees who are absent due to a work-related accident, injury, assault, or exposure to an infectious disease may be entitled to additional sick pay provisions.

Appendix 2 – Support Staff Sick Pay

Under the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, employees are entitled to receive sick pay for the following periods:

Service	Entitlement
During the first year of service	1 month's full pay and, after completing 4 months of service, 2 months half-pay
During the second year of service	2 months full pay and 2 months half-pay.
During the third year of service	4 months full pay and 4 months half-pay.
During the fourth and fifth year of service	5 months full pay and 5 months half-pay.
After five years' service	6 months full pay and 6 months half pay.

For the purpose of the sick pay scheme applicable to support staff, "service" normally means continuous service with one or more Local Education Authorities.

One month is deemed to be equivalent to 26 working days, Saturday being reckoned in all cases as a working day.

Monitoring arrangements

This policy will be reviewed annually by the Finance and Premises Committee. Any amendments will be presented at a meeting of the Full Governing board.

Reviewed and Approved by: The Finance and Premises Committee

Date: September 2025

Ratified by Full Governing Board

Date: September 2025

Next review due:

Date: July 2026

Latymer All Saints C of E Primary School is committed to the safeguarding of our pupils and staff.