

Policy Title:	Sickness Absence Policy
Version:	1.2
Member of Staff Responsible:	Chief Executive Officer
Status:	Statutory
Date adopted by Trust Board:	13 th May 2024
Date for review:	May 2026
Date reviewed:	3 rd November 2021 13 th February 2023
Reviewed:	Bi-annually

Change Record		
Version	Date	Description
1.1	13/02/23	Additional section added – 1.7, 1.8 Amendment to Section 1 and Appendix 1
1.2	13/05/24	Change to Appeal section
1.3		
1.4		

“Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind.”

SICKNESS ABSENCE POLICY

1. Policy Statement

- 1.1 This Staff Sickness Absence Policy sets out our procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.
- 1.2 Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and can have a number of different causes (for example, injuries, mild ailments, recurring conditions, or a serious illness requiring lengthy and/or repeated treatment).
- 1.3 High levels of sickness absence can cause significant issues with regards to the smooth running of the Trust and the welfare, workload and wellbeing of staff who have to arrange cover, work longer hours or increase their own workload, often with little or notice.
- 1.4 For this reason we need to have a procedure to help you and relevant managers understand how we can manage these issues in a way which seeks to understand and, where possible, offer support and resolve problems which can become frustrating and cause tensions and confusion when left unaddressed.
- 1.5 We wish to ensure that the reasons for sickness absence are fully understood in each case so that employees can be given the best and most appropriate support possible to return to work in a timely manner and complete their jobs to the best of their ability.
- 1.6 This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.
- 1.7 A sick employee is a member of staff who is not working as a result of either self-certification (up to seven calendar days) or GP certified sickness. A sick employee is someone who cannot carry out the duties of their work and is too ill to attend their place of work. Should an employee decide to return to work before the end of the fit note it is their responsibility to speak to the Headteacher to agree a return date and any adjustments that need to be made. An employee must put in writing that they are returning before the end date at their own risk.
- 1.8 'Working from home' is not a right and it is not down to the member of staff to decide unilaterally that they are going to work from home as a result of sickness. Working from home must be for a genuine reason, must be agreed in advance with the Headteacher who has the final decision.

There are three main reasons when you might work from home whilst off sick, but these will need to be discussed with your Headteacher:

- The fit note provides options for you to continue working in a different capacity (eg from home) instead of going off sick.
- Working from home may be used where possible, within the needs of the service, as part of a rehabilitation programme and as a preliminary step towards you returning to work after an accident or illness.
- As part of a 'reasonable adjustment' under the Equality Act 2010 when it has been agreed that working from home is necessary.

Primitas Learning Partnership (PLP) has a duty of care to employees to ensure they do not work if they have self-certified or have been signed off work by a GP.

- 1.9 Where this Policy effects the Central Team staff, Academy should be replaced with Central Team, Local Governing Body should be replaced with the Trust Board and Headteacher should be replaced with Chief Executive Officer.

2. Who is Covered by the Policy?

This policy should be applied by each Academy within Primitas Learning Partnership and covers all employees of Primitas Learning Partnership at all levels and grades, including senior leaders, teachers, associate staff and trainees, part-time and fixed-term employees.

3. Disabilities

- 3.1 We are aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 14-19 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
- 3.2 If you have any medical condition or a disability, either at the commencement of, or during your employment with Primitas Learning Partnership, which may impact your ability to carry out the duties of your role in any way, then you should inform the Headteacher, who will, in turn, inform the Trust's HR Officer.

4. Pregnancy related illness

Pregnancy-related absences will not be dealt with through the formal procedures. An appropriate senior leader will maintain contact with a worker who is absent with a pregnancy related illness and will provide any necessary return to work interview. Absence due to pregnancy related illness may trigger the start of maternity leave if within four weeks of the expected week of childbirth (EWC).

5. Sickness Absence Reporting Procedure

- 5.1 If you are taken ill or injured while at work, you should report in person or be taken to the Headteacher who will inform other relevant personnel as appropriate. The Headteacher will give permission and make arrangements for you to leave work if it is appropriate to do so, or if you request to do so, because you are too unwell to remain in work.
- 5.2 If you cannot attend work because you are ill or injured you should telephone the academy in the relevant manner (see appendix 1) as early as possible, and no later than 7.30 am on the first day of absence. On each subsequent day of absence, (unless the absence is covered by a fit note) employees should telephone the academy in the manner described in appendix 1. It is not acceptable to send text messages or e-mail messages to inform the Academy about your absence; A voice call must be made. If you work outside of the normal hours of the Academy, you must telephone your line manager as soon as you know you will be unable to attend work, so alternative arrangements for your absence can be made. The following details should be provided when communicating with the Office Manager/cover co-ordinator and your Line Manager:
 - (a) The nature of your illness or injury.
 - (b) The expected length of your absence from work.
 - (c) Confirmation of contact details if different than what is recorded on SIMs.
 - (d) Details of cover work, any outstanding work and any other urgent messages including those relating to students.
- 5.3 The Office Manager/cover co-ordinator should ensure that:
 - (a) Any absence that they are notified of is recorded on SIMs and that the Headteacher and the absent employee's Line Manager are aware of the absence

(b) Arrangements are made in liaison with the Headteacher and Line Manager, to cover work and to inform relevant colleagues who may be affected by the absence (whilst maintaining confidentiality).

5.4 You should expect to be contacted during your absence by the Headteacher who will want to enquire after your health, your expected return date and whether there is anything that the Academy can do to assist you and your return to work.

6. Evidence of Incapacity

6.1 For sickness absence of up to seven calendar days, you must complete a self-certification form which is available from the Office Manager/Cover Co-ordinator.

6.2 For absence of more than a week, you must obtain a certificate from your doctor (a "Statement of Fitness for Work" or "Fit Note") stating that you are not fit for work and the reason(s) why. This should be forwarded to the Headteacher as soon as possible. If your absence continues beyond the end of the Fit Note, further fit notes must be provided to cover the entirety of the period of absence.

6.3 If your doctor provides a certificate stating that you "may be fit for work" you should inform the Headteacher immediately. We will discuss with you any additional measures that may be needed to facilitate your return to work safely, taking account of your doctor's advice. This may take place at a return to work interview (see section 11) or review meeting. If appropriate measures cannot be taken to facilitate your safe return to work, you will remain on sick leave and we will set a date to further review the situation.

6.4 Where we are concerned about the reason for any absence, we may require a medical certificate for each absence regardless of duration. In such circumstances, we will cover any costs incurred in obtaining such medical certificates for absences of a week or less, on production of a doctor's invoice.

6.5 When returning from long term sickness absence we reserve the right for you not to start work at the Academy until such time that your Headteacher has obtained an up to date medical report and planned a phased-return, should we think that these measures are appropriate.

7. Unauthorised Absence

7.1 Cases of unauthorised absence will be dealt with under our Disciplinary Procedure.

7.2 Absence that has not been notified according to the Sickness Absence Reporting Procedure (Section 5) will be treated as unauthorised absence.

7.3 If you do not report for work and have not telephoned the Office Manager/Cover Co-ordinator to explain the reason for your absence, the Headteacher or other appropriate manager will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

8. Sick Pay

8.1 You should refer to your contract for details of the sick pay to which you are entitled. Sick pay will be paid in line with Teacher's Conditions of Service and, for Associate staff, it will be paid in line with NJC Terms and Conditions.

8.2 If a period of sickness absence is, or appears to be, occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, you must immediately notify the Trust's Chief Finance Officer of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it and all relevant particulars that we may reasonably require. If we require you to do so, you must cooperate in any related legal proceedings and

refund to us that part of any damages or compensation you recover that relates to lost earnings for the period of sickness absence as we may reasonably determine, less any costs you incurred in connection with the recovery of such damages or compensation, provided that the amount to be refunded to us shall not exceed the total amount we paid to you in respect of the period of sickness absence.

9. Keeping in Contact During Sickness Absence

- 9.1 If you are absent on sick leave, you should expect to be contacted from time to time by phone by the Headteacher, in order to discuss your wellbeing, expected length of continued absence from work and any aspects of your work that requires specialised attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum. You also have a responsibility to keep in touch with the Academy and if you have been absent for more than a week you should contact the Headteacher by telephone to update them about your recovery and wellbeing, and then continue to contact them once a fortnight if the absence continues. If these arrangements cause you difficulty, please contact the Headteacher to discuss this matter.
- 9.2 If you have any concerns while absent on sick leave, about the reason for your absence or your ability to return to work, you should feel free to contact the Headteacher at any time.

10. Medical Examinations

- 10.1 We may, at any time when operating this policy, ask you to consent to a medical examination by an Occupational Health provider **and/or** a doctor nominated by us (at our expense).
- 10.2 You will be asked to agree that any report produced in connection with any such examination may be disclosed in full to us and that we may discuss the contents of the report with our HR advisers and the relevant doctor.

11. Return-to-Work Meetings

- 11.1 If you have been absent on sick leave we will arrange for you to have a return-to-work meeting with the Headteacher or other appropriate manager.
- 11.2 A return-to-work meeting enables us to confirm the exact details of your absence and to check on your wellbeing upon your return. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention. A record of the return to work interview/review meeting will be made, and you will sign this together with the Headteacher or other appropriate manager who has conducted the meeting.
- 11.3 Where your doctor has provided a certificate stating that you "may be fit for work" we will usually hold a return-to-work interview to discuss any additional measures that may be needed to support you and facilitate your return to work, taking account of your doctor's advice.

12. Review Meeting

- 12.1 The Academy reserves the right to hold a review meeting to discuss your sickness and associated issues at any point it believes it appropriate.

13. Formal Procedure: Sickness Absence Meetings

- 13.1 We may apply this procedure whenever we consider it necessary.
- 13.2 Prior to formal procedures being triggered, there would normally be an informal indication to the employee that this may happen E.g during a return-to-work meeting or review meeting.

- 13.3 Unless it is impractical to do so, we will give you 5 days written notice of the date, time and place of a formal sickness absence meeting. We will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called.
- 13.4 The meeting will usually be conducted by the Headteacher or a governor, depending on the meeting. You may bring a companion with you to any formal sickness absence meeting. (see paragraphs 13.9 to 13.12 of this procedure.
- 13.5 You must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If you or your companion are unable to attend at the time specified, you should immediately inform the person who is to conduct the meeting who will then seek to agree an alternative time. Failure to attend the meeting at an alternative time or failure to give the Academy sufficient notice of non-attendance may lead to the meeting going ahead in your absence.
- 13.6 A meeting may be adjourned if the Headteacher or governor who is conducting the meeting is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. You will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.
- 13.7 Confirmation of any decision made at a meeting, the reasons for it, and of the right of appeal will be given to you in writing within 14 days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).
- 13.8 If, at any time the Headteacher or governor who is conducting the meeting considers that you have taken or are taking sickness absence when you are not unwell, they may refer matters to be dealt with under our Disciplinary Procedure.
- 13.9 You may bring a companion to any meeting or appeal meeting under this procedure, who may be either a trade union representative or a fellow member of staff. Their identity must be confirmed to the Headteacher or governor conducting the meeting, in good time before it takes place.
- 13.10 Members of staff are allowed reasonable time off from duties without loss of pay to act as a companion. However, they are not obliged to act as a companion and may decline a request if they so wish.
- 13.11 Some companions may not be allowed: for example, anyone who may have a conflict of interest, or whose presence may prejudice a meeting.
- 13.12 A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during a meeting.

14. Intermittent Sickness Absence: Stage 1

- 14.1 Stage 1 may be triggered if the employee:
- (a) has been absent due to illness on 4 separate occasions in a rolling twelve month period;
 - or
 - (b) has been absent for more than 10 working days in a rolling twelve month period
- 14.2 If an employee has an ongoing medical impairment/condition or treatment regime that is directly related to their intermittent sickness absence, this needs to be given full consideration before deciding to proceed with Stage 1, to ensure that the employee is treated appropriately and fairly.

14.3 Arrangements for meetings under Stage 1 will follow the procedure set out in paragraphs 13.1 to 13.12 above.

14.4 The overriding principle of any Stage 1 meeting for intermittent sickness absence is staff welfare and so the discussion should focus on:

- (a) The reasons for absence and the likelihood of further absences.
- (b) Whether medical advice is required.
- (c) What, if any, support measures can be implemented to help improve your health, wellbeing and/or attendance.
- (d) Agreeing a way forward, finalising the supportive action that will be taken together with a time-scale for review.

If it is decided that these absences are not a cause for concern, then no further action will be taken under the sickness absence procedure and the employee will be informed and reassured about this at the earliest possible opportunity.

However, if it is decided that there are suitable grounds, a verbal warning will be given which will remain valid for a period of 6 months from when the warning was issued.

Alternatively, a review meeting may be arranged to further assess the situation before deciding upon appropriate action. At the review meeting, if the rolling twelve-month absence rate is still at the trigger point and sufficiently serious concerns remain, then a verbal warning may be issued.

15. Intermittent sickness absence: Stage 2:

15.1 Depending on the matters discussed at Stage 1 of the sickness absence procedure, Stage 2 will be triggered if there are two further absences of any duration or if you are absent for a further 5 days within six months of a Stage 1 verbal warning. Arrangements for meetings under Stage 2 will follow the procedure set out in paragraphs 13.1 to 13.12 of this policy.

15.2 If an employee has an ongoing medical impairment/condition or treatment regime that is directly related to their intermittent sickness absence, this needs to be given full consideration before deciding to proceed with Stage 2, to ensure that the employee is being treated appropriately and fairly.

15.3 If medical advice has not been received by this point, a referral to Occupational Health may be actioned so that a report can be considered at the Stage 2 Meeting.

15.4 Discussions in Stage 2 meetings should focus on:

- (a) The reasons for continued absence and the likelihood of further absences
- (b) Whether medical advice is required, if it has not yet been obtained. If it has been obtained, what advice has been given and is further advice required?
- (d) Adjustments that could reasonably be made to enable you to return to work and remain in employment
- (e) Possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.
- (f) Your ability to return to/remain in post, taking into account your capability and capacity together with our business needs.
- (g) Finalise action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps we have already taken, include warning you that you are at risk of dismissal.

If it is decided that these absences are not a cause for concern, then no further action will be taken under the sickness absence procedure and the employee will be informed and reassured about this at the earliest

possible opportunity. However, the Stage 1 verbal warning on file will remain valid up to the original expiry date.

If it is decided that further action is required a Stage 2 written warning will be issued, which supersedes the verbal warning on file and which will remain valid for a period of six months from the date the warning was issued.

Alternatively, a review meeting may be arranged to further assess the situation before deciding upon appropriate action. At the review meeting, if the rolling twelve-month absence rate is still at the trigger point and sufficiently serious concerns remain, then a written warning may be issued.

16. Intermittent Sickness Absence: Stage 3

16.1 Depending on the matters discussed at the second stage of the sickness absence procedure, Stage 3 will be triggered if there are two further absences of any duration or if you are absent for a further 5 days within six months of a Stage 2 warning. Arrangements for meetings under Stage 3 will follow the procedure set out in paragraphs 13.1 to 13.12 of this policy.

16.2 If an employee has an ongoing medical impairment/condition or treatment regime that is directly related to their intermittent sickness absence, this needs to be given full consideration before deciding to proceed with Stage 3, to ensure that the employee is being treated appropriately and fairly.

16.3 Discussions in Stage 3 meetings should focus on:

- (a) The reasons for continued absence and the likelihood of further absences
- (b) Whether medical advice is required, if it has not yet been obtained. If it has been obtained, what advice has been given and is further advice required?
- (h) Adjustments that could reasonably be made to enable you to return to work and remain in employment
- (i) Possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.
- (j) Your ability to return to/remain in post, taking into account your capability and capacity together with our business needs.
- (k) Finalising actions that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps we have already taken, include warning you that you are seriously at risk of dismissal.

If it is decided that these absences are not a cause for concern, then no further action will be taken under the sickness absence procedure and the employee will be informed and reassured about this at the earliest possible opportunity. However, the Stage 2 written warning will remain valid up to the original expiry date.

If it is decided that further action is required a final written warning will be issued to you, which supersedes the written warning on file. The final written warning will remain valid for a period of six months from the date the warning was issued.

Alternatively, a review meeting may be arranged to further assess the situation before deciding upon appropriate action. At the review meeting, if the rolling twelve-month absence rate is still at the trigger point and sufficiently serious concerns remain, then a final warning may be issued.

17. Intermittent Sickness Absence: Stage 4

17.1 Stage 4 potentially leads to the dismissal of you, and as such follows a slightly different pattern. Stage 4 is triggered if there are two further absences of any duration or if you are absent for a further 5 days within six months of a Stage 3 warning.

If an employee has an ongoing medical impairment/condition or treatment regime that is directly related to their intermittent sickness absence, this needs to be given full consideration before deciding to proceed with Stage 4, to ensure that the employee is being treated appropriately and fairly.

You must be informed in writing of the purpose of the meeting and given a minimum of five working days notice of the date, time and place. You may be accompanied by either a colleague or a trade union representative, and as such suitable reasonable flexibility should be given to allow the companion to attend the meeting. A member of the Local Governing Body will be in attendance as chair and will conduct the meeting.

17.2 The purposes of the meeting will be:

- (a) To review the meetings that have taken place and matters discussed with you.
- (b) To consider any further matters that you wish to raise including the opportunity to explain the reasons for your absence and any mitigating circumstances.
- (c) To consider whether there is a reasonable likelihood of you returning to work or achieving the desired level of attendance within a reasonable time-frame
- (d) To consider the possible termination of your employment.

17.3 The chair will consider the case carefully and decide whether or not your employment contract should be terminated on the grounds of incapability due to ill health or poor attendance. The chair will inform all parties of the outcome, and will usually confirm the decision in writing within 10 working days.

17.4 Termination will normally be with full notice or payment in lieu of notice.

18. Management of Long Term Sickness Absence - Stage 1 Review

18.1 For the purposes of this policy an absence over one month will be classed as long term absence. During a period of long term sickness, you may be asked to attend, at the Academy's expense, a medical examination by an Occupational Health provider to obtain an expert assessment of their fitness for work to help the Academy best meet your needs. You will be provided with a copy of the letter to the OHU and a copy of the medical report.

18.2 When you have been absent for a period of one calendar month and there is no planned return date in the near future, the Headteacher may contact you to arrange a review meeting to discuss your situation, the medical advice that has been shared, when a return to work can be reasonably expected and what the Academy can do to support your return.

We are committed to helping members of staff return to work from long-term sickness absence and will endeavour to:

- (a) Obtain medical advice and guidance.
- (b) Maintain open, honest, responsive and supportive lines of communication
- (c) Make reasonable adjustments to the workplace, working practices and working hours.
- (d) Consider redeployment.
- (e) Agree a phased return to work programme where appropriate.

Where you are unable to attend a review meeting, arrangements will be made to obtain the necessary information from you in an appropriate manner so that your individual case can be reviewed effectively.

The outcome of the Stage 1 Review may be:

- No further action is required under the sickness absence procedure. If this is decided, the employee will be informed and reassured about this at the earliest possible opportunity.

- A further review meeting is required to further assess the situation and further clarify the likelihood of a return date and what supportive measures the Academy can implement to facilitate this.
- A written warning that you could be dismissed on grounds of ill health if your attendance does not improve.

19. Management of Long Term Sickness Absence - Stage 2

- 19.1 Where the Academy considers it appropriate and following the Stage 1 Review, you may be asked to attend a formal capability hearing,

You must be informed in writing of the purpose of the meeting and given a minimum of five working days notice of the date, time and place. You may be accompanied by either a colleague or a trade union representative, and as such suitable reasonable flexibility should be given to allow the companion to attend the meeting. A member of the Local Governing Body will be in attendance as chair and will conduct the meeting.

During the meeting, where the Headteacher and a member of the Local Governing Body (who will act as chair of the meeting) will discuss your ongoing situation in depth and the content of any medical reports.

The Chair will consider the case carefully and decide whether or not your employment contract should be terminated on the grounds of incapability due to ill health or poor attendance.

The Chair will inform all parties of the outcome, and will usually confirm the decision in writing within 10 working days.

If you are unable to return to work in the longer term, we will consider whether you are entitled to any benefits under your contract and/or any insurance schemes we operate.

20. Appeals

- 20.1 You may appeal against the outcome of any stage of short term absence procedure or in respect of any warning or dismissal given under the long term absence procedure and you may bring a companion to an appeal meeting (see paragraph 13.9 to 13.12)
- 20.2 An appeal at Stage 1 or Stage 2 should be made in writing, stating the full grounds of the appeal, to the Chair of the Local Governing Body within 14 days of the date on which the decision was sent to you.
An appeal at Stage 3 should be made in writing, stating the full grounds of the appeal, to the Chair of the Trust Board within 14 days of the date on which the decision was sent to you.
- 20.3 Unless it is not practicable, you will be given written notice of an appeal meeting within one week of the meeting. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.
- 20.4 You will be provided with written details of any new information which comes to light before an appeal meeting. You will also be given a reasonable opportunity to consider this information before the meeting.
- 20.5 Where practicable, an appeal meeting will be conducted by a panel of Governors or Trustees.
- 20.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.
- 20.7 Following an appeal the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible within 14 days of the appeal meeting. There will be no further right of appeal.

20.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay. The Academy reserve the right to take any other action short of dismissal such as change of duties, redeployment, depending on the particular circumstances of the case.

21. Monitoring and Review of the Policy

21.1 This policy is reviewed every 2 years by the Trust Board

21.2 We will monitor the development and dissemination of good practice to ensure that this policy and the sickness absence meetings procedure are achieving their stated objectives.

In Reference to 5.1: Arrangements for Informing Academies of Sickness Absence

Erasmus Darwin Academy

To notify the Academy and your line manager of your absence please call the dedicated sickness absence line as early as possible and by 7.30 am at the latest.

To inform the Academy of continued absence on subsequent days call the dedicated sickness absence line by 3.00 pm.

The sickness absence line can be accessed in the following ways:

- Direct Dial 01543 678100 OR
- Main Switchboard 01543 685828 Option 2

If there are difficulties accessing the absence line, please ring the main switchboard and ask to speak to the Office Manager.

Henry Chadwick Primary School

Classroom staff and morning CHAMPS to notify the Headteacher via her mobile phone by 7.30 am of your absence. For kitchen, lunchtime and afternoon CHAMPS staff leave a message of the answerphone at the school by 7.30 am.

Highfields Primary Academy

To notify the Academy of your absence call the Headteacher or Deputy Headteacher as early as possible and by 7.30 am at the latest.

To inform the Academy of continued absence on subsequent days, notify the Office Manager by 3.00 pm

Holly Grove Primary Academy

To notify the Academy of your absence contact the Headteacher or Team Leader as early as possible and by 7.30 am at the latest.

To inform the Academy of continued absence on subsequent days, notify the Office Manager by 3.00 pm

Queen's Croft High School

To notify the Academy of your absence please contact the main school number 01543 227245, as soon as possible and before 7.30 am.

To inform the academy of continued absence on subsequent days, notify the school by 3.00 pm
You will still need to call in following morning by 7.30am if you remain off and continue with this pattern of communication until you provide a GP note stating that you are unfit to work or until you return to work.

Ridgeway Primary Academy

To notify the Academy of your absence call the Co-Headteacher as early as possible and by 7.30 am at the latest.

To inform the Academy of continued absence on subsequent days, notify the Office Manager by 3.00 pm.

The Friary High School

Staff to call the absence line by 7.30 am – 01543 267428, explaining the reason for the absence and when they are likely to return.

Notify their Head of Department by email or text.