CARLTON
ACADEMY TRUST

Attendance Management Policy

Approved on behalf of trustees:	**Roger Butterfield**
Date:	**October 2026**
Date of next review:	**October 2029**

Glossary

CEO: Trust Chief Executive Officer
COT: Chair of Trustees
HOS: Head of School
HRM: Trust HR Manager
AHRM: Trust Assistant HR Manager
SSP: Statutory Sick Pay

Section One: Responsibilities and General Information

Aims

This policy sets out Trust systems to reduce absence levels and support provided to employees who are unable to attend due to ill health.

Reporting Absence

On each day of absence, staff must contact the relevant person at the school by no later than 7.00am for teaching staff and 7.30am for non-teaching staff, detailing the reason for their absence. This procedure should be followed each day for absences where a 'Statement of Fitness for Work' has not been issued or is not required.

This allows maximum time for the school/Trust to make the necessary arrangements to manage any cover requirements.

In schools, notification must be given to:

- The line manager
- Person managing cover

Central Trust staff should inform their line manager and Trust HR Manager.

Failure to follow reporting procedures may result in absence being classified as unauthorised and pay withheld for that period.

Evidence Supporting Absence

Up to 5 days: Staff must complete a self-certification form.

More than 5 Days: Staff must obtain a 'Statement of Fitness for Work' from a Doctor (or other relevant medical professional) stating the reasons why they are not fit to work. Further Statements may be required to account for further continued absence.

Where there are concerns about absence the school/Trust at their discretion may request a medical certificate for each absence irrespective of duration. The school/Trust will cover reasonable costs in obtaining these certificates.

Unauthorised Absence

Any absence that has not been reported using formal procedures will be treated as unauthorised and treated as a disciplinary matter.

Contact During Absence

Absent staff will be contacted by the school/Trust on a regular and appropriate basis to discuss wellbeing, any concerns, expected length of absence, support requirements, etc.

Support Following Absence

Reasonable adjustments may be required to facilitate a return to work. These will be discussed at a 'Return to Work' interview.

Sick Pay

Is made in alignment with provisions detailed in their employment contract. The Trust reserves the right to withhold pay when it has reason to believe absence is not genuine, in advance of a formal investigation.

Employees must not participate in any paid or unpaid work during the duration of their absence without the prior agreement of the Trust.

There is no entitlement to pay for non-essential medical procedures, which will be decided at the discretion of the Trust.

Attendance Triggers

Staff attendance is actively monitored, with formal intervention when one of the following thresholds are reached:

- Five consecutive days' absence.
- Three or more separate absences in a rolling six-month period.
- Five days total absence in a rolling six-month period.
- Seven or more day's sickness absence in any rolling 12-month period.

Other trigger points may be used at the discretion of the school/Trust where this is deemed necessary and appropriate.

The Trust is aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure, 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.

If an employee considers that they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform the HR Department. Any information you provide will be handled in a confidential manner and in accordance with our Data Protection Policy.

Occupational Health

The school/Trust may at any time at their expense require employees to consent to an Occupational Health examination by a qualified medical professional. These are used to establish an employee's:

- Ability to perform their role or alternative duties.
- Likely return to work date or whether they are likely to ever return to work.
- Whether an employee is subject to the provisions of the Equality Act (2010), and if any work adjustments or modifications could be made to assist them in carrying out their duties.

Return to Work Interviews

Staff will be invited to attend a 'Return to Work' meeting.,

The following will be discussed during the meeting:

- Confirm details of the absence and their current circumstances.
- Discuss additional measures or support to ensure the return to work is successful.

Long Term Absence Management

Is used to support staff who:

- Have been absent for more than 20 consecutive days
- Have been unable to sustain regular and sustained attendance due to a long-term condition.

Agreed support may include:

- Reasonable adjustments to the workplace, working practices, or working hours.
- Consideration of redeployment and/or phased returns.

Support measures will be considered in relation to the needs of the employee and school/Trust.

Medical Suspension

This occurs when it is necessary to protect the health of the employee or other employees.

Absence Management Hearings

Hearings are held when there are significant concerns with attendance. They will be formally communicated to the employee with at least five working days' notice.

A work colleague or trade union representative may attend to support.

Stage 1 Hearing

This may be used to establish:

- Reasons and likely duration of absence.
- The likelihood of further absence.
- Whether medical advice is required.
- What support or reasonable adjustments may be needed.
- Ongoing attendance targets.

Potential outcomes (formally recorded and communicated) are:

- **Stage 1 Warning**: With agreed targets.
- **Monitoring**: Up to 12-weeks with agreed targets.
- **Set expectations for a return to work**
- **No further action**

Stage 2 Hearing

This may be used to establish:

- Reasons for absence, likely duration and likelihood of further absence.
- Whether (further) medical advice is required.
- The ability of the employee to remain in their role in consideration of their capabilities, reasonable adjustments, and business needs.
- Whether redeployment is appropriate..
- Ongoing attendance targets.

Potential outcomes (formally recorded and communicated) are:

- **Stage 2 Warning**: With agreed targets.
- **Monitoring**: Up to 12-weeks with agreed targets.
- **Set expectations for a return to work**
- **No further action**

Stage 3: Absence Hearing

This meeting is used to assess an employees' continued employment status. It considers:

- Findings and outcomes of Stage One and Stage Two absence meetings.
- Any other relevant information provided by the employee or school/Trust.
- The reasonable likelihood of a return to work in the foreseeable future or achieving the required level of attendance.

Potential outcomes (formally recorded and communicated) are:

- **Extension of monitoring period**: With agreed attendance targets.
- **Termination of employment**.

Appeals

Appeals may be made at any stage of formal procedures. They must be made within five working days of receipt of the outcome letter, outlining reasons for the appeal.

When the original decision was made by the HRM or AHRM any appeal will be heard by the HOS.

When the original decision was made by the HOS, any appeal will be heard by the CEO, or other senior trust leader delegated this responsibility.

When the original decision was made by the CEO, any appeal will be heard by the COT, or other Trustee delegated this responsibility.

Appeal hearings will be held without undue delay. Employees will be provided with at least five working days' notice of an appeal hearing and may be accompanied by a trade union representative or work colleague.

Potential outcomes (formally recorded and communicated) are:

- Original decision confirmed
- Original decision overturned
- Original decision replaced by a different decision.

There is no further right of appeal following this stage.