Absence Notification Procedures

Approved by the Headteacher and Governing Body on 21.09.2026

Reviewed: 09.26

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Absence Notification Procedure

In order to qualify for payment of occupational sick pay, you must comply with the following notification and certification rules.

On the first day of absence

Report your absence to the Duty Head by telephone before **8.00 am** or at least **3 hours** before the commencement of your working hours. In the absence/unavailability of the Headteacher your absence must be reported to your line manager within the time specified above.

The Duty Head will then report absences to administrative staff who will duly log the absence and report such to pay roll staff at CBI.

Note: Your contact with **the Headteacher/Assistant Headteacher or Line Manager** must be by telephone, no other means of contact is permitted e.g. by text, letter or e-mail. In exceptional cases, a relative or friend may report your absence in the same manner.

In certain circumstances, some employees may be required to produce a doctor's statement from the first day of absence. You will have been advised if this requirement applies to you.

If your absence is as a result of an industrial injury, you must obtain and submit to the **Office Manager** a doctor's statement from the first day of your absence. This **must be received** by the 4th day of absence.

On the 8th day of your absence (assuming your absence lasts more than 7 days) obtain and submit a doctor's certificate, (MED3) to the main school office (this must be received by the 8th day of your absence including weekends).

Continuing absence

Obtain and submit a doctor's certificate to **the Office Manager** which **must be received** on the day that your previous doctor's statement expires.

Returning to work

You must notify **the Headteacher, or your Line Manager in their absence,** prior to your return, when you have an expected date of return to work, ideally at least the day before the return to work, where the absence has been for more than five working days. It is most important, after a prolonged absence, that returning staff liaise closely with the Headteacher or Line Manager to discuss a return to work programme. These steps will afford the school the opportunity of exercising its duty of care to staff.

You must obtain and submit, upon returning to work, a doctor's statement confirming your fitness to return to work.

Note: This is only required if your previous statement did not specify a return to work date.

In the event that you fail to comply with any of the above requirements your sickness pay may be withheld.

It is reasonable for the Headteacher and Line Managers to expect regular contact with absent employees regarding the progress of their sickness. The regularity and nature of this contact will be dependent on the nature and length of the illness.

Reporting an absence during school holidays

During school holidays, staff who are required to work during that period should contact their Line Manager who will inform the Finance Department . If your Line Manager is unavailable then you should contact the Finance Department

Absence Management

The Headteacher and Governors are responsible for ensuring that absence within the school is managed appropriately and that unacceptable levels are challenged. Whilst absences may be for genuine reasons, it must also be emphasised that if absence management is neglected, it can have serious consequences on the school as a whole, particularly in terms of budget, staff morale, and service delivery to pupils.

All employees will have a return to work interview upon their return to work following an illness. Line managers should then use this opportunity to review absence history and take appropriate action if required. Employees who have been absent from school with a stress related condition, or for a period of 4 weeks or more, will be referred to the School's Occupational Health Physician. Management intervention also enables managers to provide employees with appropriate levels of support.

The Headteacher and Governors recognise that the health of staff is part of their management responsibility and as such they have a requirement to manage any risk to the health of employees, which may arise, from their duties and working conditions. This includes ensuring that duties and working conditions do not exacerbate pre-existing health problems and that the health and safety of other staff is not adversely affected by a colleague being unfit.

Leave of Absence

Schedule A

Requests for leave of absence for the following reasons are to be granted in accordance with statutory provisions, conditions of service or determined by the policy of the Catholic Blind Institute.

Reason	Leave Allowed	Paid?
Justice of the Peace	Full Time Teaching and Term Time Only employees, up to 24 half days pa with salary per year Other Full Time Employees, up to 24 half days pa with salary per year. Part Time Employees, a proportion of the above with salary. All Employees, leave additional to the above will be without salary.	With pay less the allowance received from the Magistrates Court Committee. With pay less the allowance received from the Magistrates Court Committee. With pay less the allowance received from the Magistrates Court Committee Without
Member of a Statutory Tribunal	As for a Justice of the Peace.	With/Without
Jury Service	Leave must be granted unless an exemption or deferral is sought and granted. The employee must claim "loss of earnings" from the Court as leave is without salary. However, the employee should not be worse off by attending for jury service.	Without
School Governor	Reasonable time off, up to a maximum of 10 half days pa.	With
Service in Non Regular Forces Summer Camp. (Two Weeks)	Full Time Teaching and Term Time Only employees are expected to arrange summer camp during school closure periods. Where that is not possible (as certified by a senior forces officer), leave should be granted without salary, unless the employee suffers exceptional financial hardship where the Principal may grant leave with up to full salary.	Without
	Other Full Time Employees: one week's leave with pay where employee's personal annual leave entitlement is five weeks or more; two weeks with pay where annual	With

	leave entitlement is less than five weeks. Part Time Employees, a proportion of the above.	 Without/With as above
Additional Training	All employees are expected to arrange training outside work time. Where that is not possible (as certified by a senior forces officer), leave should be granted with salary.	With
Safety Representative	Any employee who is a safety Representative must be allowed reasonable leave with pay to undertake training relating to his/her duties.	With
Ante-Natal Care	Any pregnant employee has the right to reasonable leave with salary for ante-natal care (and can be required to produce evidence of appointments, if necessary).	With
Maternity Leave	Any pregnant employee may commence her maternity leave no earlier than 11 weeks before the expected week of confinement. Women who have 26 weeks continuous service at the 15th week before the week the baby is due are entitled to 26 weeks Ordinary Maternity Leave (OML) immediately followed by 26 weeks Additional Maternity Pay (AMP). Statutory Maternity Pay (SMP) is payable for 39 of these weeks. Full details of the conditions and payment can be obtained from the Chief Executive.	39 weeks with pay: 90% of salary for 6 weeks Remainder at lower statutory level, (£139.58 per week) or 90% of salary if this is less than lower statutory level
Adoption Leave	Employees with 26 weeks continuous service by the time they wish to begin their leave are entitled to 26 weeks Ordinary Adoption Leave (OAL) immediately followed by 26 weeks Additional Adoption Leave(AAL). During this time, employees are entitled to 39 weeks Statutory Adoption Pay (SAP) on a similar basis to SMP (see above)	39 weeks Statutory Adoption Pay
Paternity Leave	Any employee who is the biological father of the expected child/children or is married to (or the partner of) a pregnant woman or is jointly adopting a child **and** who is expected to have responsibility for the upbringing of the child/children (and who has 26 weeks continuous service ending with the 15th week before the baby is due) is entitled to 1 or 2 consecutive weeks leave per pregnancy (**not** per child). Full details of the conditions and payment can be obtained from the Chief Executive.	Statutory Paternity Pay

Parental Leave	Any full time employee with at least one year's continuous service and responsibility for a child born or adopted after 15 December 1999 is entitled to 13 weeks leave per child until the child's 5th birthday. Leave must be taken in blocks of one week at a time and is limited to four weeks per child per year.	Without

Dependant Care Leave	Reasonable time off work to deal with certain or unexpected or sudden emergencies and to make any necessary longer term arrangements.	Without
Redundant Employee	An employee being made redundant who has over 2 years continuous service is entitled to reasonable leave with pay to seek other employment or to arrange training for future employment.	With
House Removal Move to Schedule B	An employee appointed new to the CBI and who has to move to the area may be allowed up to 2 days leave. Existing employees are expected to arrange to move outside normal working hours.	With Without

Schedule B

Requests for leave of absence for the following reasons are not covered by statutory provision, conditions of service or Catholic Blind Institute policy. Therefore, they are for the School Governing Body to determine.

In order that requests are treated equitably, it is recommended that the Governing Body adopt the following policy to determine whether leave shall be allowed, how long may be allowed and whether it shall be paid; and implementation of this policy be delegated to the Headteacher.

Reason	Leave Allowed	Paid?
Holiday Outside the Normal or Fixed Leave Period	Employees are expected to arrange holidays during periods when the school is closed. Where an employee wishes to take a holiday outside the closure periods and time off can be allowed without detriment to the service, leave may be granted without pay.	Without
Examination Leave	An employee who is to sit an approved examination is entitled to leave with salary to sit the exam and (on the basis of a half day's leave per half day's exam) leave with salary for final revision. The employee may be requested to provide evidence of the timing of the examination; and final revision may be refused to teaching and term time only employees where an examination follows soon after a school closure period.	With
Graduation	Where an employee wishes to attend a graduation ceremony for his/her first qualification, one day's leave with pay shall be allowed.	With
Medical Appointments	Employees are expected to arrange medical appointments (hospital, doctor, dentist and others) outside normal working hours and requests for leave of absence may be refused. However, where employees are unable to arrange appointments outside normal working hours, the necessary time off may be granted with salary. The employee may be required to produce evidence of the appointment and that he/she has tried to arrange the appointment outside normal working time and will be expected to return to duty as soon as possible following the appointment. There is no entitlement to leave to accompany another person to an appointment in a non-	With Without

	emergency situation. However, leave may be allowed without pay provided there will be no detriment to the service. (Emergency appointments may be treated as Compassionate Leave - see below.)	

Bereavement	Following the death of a spouse, child, parent or sibling of an employee, he/she may be granted up to five day's leave with pay at the discretion of the Principal. The Principal has the discretion to extend the above provisions to cover the bereavement of other near relatives where there are exceptional circumstances (for example, where an in-law or step parent has replaced the natural parent in the employee's life). The Chairman of the Governing Body has the discretion to close the school for up to one day for the funeral of a person who, at the time of death, was an employee at the school; and to decide who shall be allowed leave with pay to attend the funeral of a former employee. In all other cases, leave may be granted without pay for an employee to attend a funeral.	With With With Without
Compassionate Grounds possibly dependant leave	In exceptional personal circumstances and following consultation with the Chief Executive, up to three days may be granted with salary. Where there are no exceptional circumstances but compassionate leave is appropriate, the Principal may grant up to 2 weeks leave without salary.	With/Without
Legal Appointments and Court Appearances	Jury Service - see Schedule A. Where an employee attends or is required to attend Court as a defendant, litigant or witness in: Criminal cases, leave will be granted without salary. However, the employee must claim for his/her "loss of earnings" and deduction of salary can be deferred until conclusion of the case to prevent financial hardship. A witness for "the Crown" should not be worse off by attending a case.	Without Without
	Civil cases, leave will be granted without salary. In exceptional circumstances and following consultation with the Chief Executive, 3 days leave may be granted with salary on compassionate grounds (for example, Child Custody cases).	Without
Miscellaneous	Employees are expected to arrange driving tests, home repairs, weddings and other appointments or events in their own time. Where that is not	Without

	possible, leave may be granted without salary provided there will be no detriment to the service.	