

**BYLEY PRIMARY  
SCHOOL &  
NURSERY**

**STAFF  
ATTENDANCE  
POLICY**

Approved by Governors: October 2018  
Review date: October 2021

This attendance policy has been drawn up with reference to guidance provided by the County's Personnel Department.

### **1. HOURS OF WORK**

The normal working week for both teaching and non-teaching staff is as stipulated in individual contracts.

### **2. ABSENCE FROM WORK THROUGH ILLNESS**

Procedures relating to absence from work through illness will follow Local Authority guidelines. Absences of between 4 and 7 days will require completion of a 'Self-Certification' form. Absences of longer than 7 days will require the relevant form from the member of staff's G.P. This should be forwarded to the Headteacher as soon as it has been issued. Any absence which is likely to be of 4 weeks or more will be referred to the Local Authority's Occupational Health Unit.

On return to work after any absence due to illness staff will be required to complete a Staff Absence/Return to Work form which is securely stored by the Bursar.

### **3. LEAVE**

All staff employed at Byley Primary School & Nursery are required to take annual leave during prescribed school holiday periods.

Leave for other purposes – e.g. Time off for Dependents, Maternity/Paternity Leave, and Leave for Other Purposes etc. will be granted according to Local Authority policy. This information is available on the Intranet. Leave requirements will be discussed with the member of staff and Chair of Governors when the need arises.