



# AL-ISLAH GIRLS HIGH SCHOOL

## STAFF ATTENDANCE POLICY

### **Policy Statement**

Excellent attendance and punctuality is an expectation from all members of staff at Al-Islah Girls High School, and absolutely essential for the efficient operation of the school.

All staff members of staff are responsible for their own attendance. If a member of staff does not meet his/her obligation to report for work punctually, the burden of work is passed on to co-workers and/or delayed.

Additionally, the reworking of time-tables, and arranging cover to accommodate absences is a waste of the line manager's valuable time and resources.

Still, Al-Islah Girls High School recognises that staff occasionally become ill, need to miss work for valid reasons or will be late. Staff members who are absent due to sickness will be offered the support and guidance they need.

### **Procedure of informing the school of any absence**

In the event of a planned absence, e.g. due to a doctor's appointment, the school must be notified well in advance, so that suitable arrangements may be made for a replacement. If the employee taking leave is a teacher, an alternative teaching slot will be provided.

In the event of unforeseen absence, e.g. due to illness, the school must be notified 24 hours in advance, so that an alternative course of action can be initiated. If the employee taking leave is a teacher, they must provide suitable work for pupils to undertake in such a circumstance.

If the date of return is known, this information must be relayed to the relevant office personnel. Members of staff returning from an unforeseen absence are expected to report to the Head-teacher upon return to work.

### **Non-EU Staff**

Any migrant who fails to turn up for his/her first day of work will be reported to the UK Border Agency, by no later than ten working days. Any reasons given by the migrant for non-attendance will also be reported.

Any migrant who stops attending because their contract has been terminated, or after they have made clear their intention to leave, will be reported to the UKBA within ten working days of this being confirmed.

Any significant changes in a migrant's circumstances, e.g. a change of job or salary, will be reported to the UKBA.

The details of any migrant who is absent from work for more than ten working days (without granted permission) will be passed on to the UKBA.

### **Eligibility for Statutory Sick Pay**

Statutory Sick Pay will only be received if by an employee if they qualify for it. To qualify for SSP, they will have to satisfy the requirements set out by HM Revenues & Customs.

Employees may be able to get SSP if they have been sick for at least four or more days in a row. They will be required to produce a completed SC2form (Self Certificate) which they can obtain from their GP, or from the HMRC website.

If an employee is sick for more than seven days, they will be required to produce a medical certificate signed by their doctor on return to work, in order to support a claim for SSP. Such an employee must inform the Finance Officer that they are off work due to illness within seven days of falling sick.