



Mission Statement

“A Caring Christian Family Where We Grow Together”

STAFF SICKNESS MANAGEMENT POLICY

Effective Date: 01/04/2017

Review Date: March 2022

Review Date	Signed Head Teacher	Signed Director RCSAT
25/04/2017	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
18/09/2019	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
3/03/2020		

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT

1. Policy Statement

- 1.1. The school and the Governing Body is committed to providing and maintaining a high standard of education for all pupils in the school.
- 1.2. The school requires good standards of attendance from all employees. Prolonged or regular absence through ill health or other reasons can prevent the school from delivering an effective service.
- 1.3. It is recognised that employees may experience periods of ill health and require sick leave from time to time. When this happens, the school will treat this sensitively and will be sympathetic, supportive and act in a fair, reasonable and consistent manner.

2. Purpose

- 2.1. The purpose of this policy and procedure is to provide a fair and consistent process for reviewing an employee's absence levels and dealing sensitively with any problems identified.

3. Scope

- 3.1. The procedure, RCSAT-PR-018-07, applies to all teaching and support staff (with the exception of support staff on probation who will be subject to the support staff Probation Procedure), regardless of grade or position, hours worked per week or whether the contract is permanent, temporary or fixed-term.

4. Implementation

- 4.1. The Governing Body has delegated the responsibility for the implementation of this policy through written procedures to the Executive Headteacher and named staff.

5. Governors' responsibilities

- 5.1. This document is a statement of the aims and principles of the School, for ensuring the confidentiality of sensitive information relating to staff.

6. Review

- 6.1. The governing body reviews this policy every two years.
- 6.2. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.