

Kings International College - Staff Absence Policy

As a college we are committed to helping each child achieve their potential and as such recognise the importance of continuity of education with the class teacher. The following procedures are designed to maintain the quality of education for our students.

1 Permission for Planned Absence from School (Teaching and Support)

1.1 Professional Development – requests to attend courses/visit other schools should be made to the Deputy Headteacher – Mrs Quinn

1.2 Personal absence – requests to be made to the Headteacher – Mrs Langley

1.3 Trips and visits – requests to Mrs Quinn

2 Unplanned Absence (Teaching and Support)

2.1 Staff absent through illness are asked to notify the school by 7.00am. Messages to be left on voicemail (01276 683539 ext. 111). This can be used anytime of day or night

3 Arrangements for Absence

3.1 Staff are asked to set appropriate work for all classes who would normally be taught during the period of absence. The work should be given to HOD/HOF. If work is available electronically then it should be emailed to cover@kings-international.co.uk
If absence is planned, staff must complete a cover lesson planning sheet, which is to be found in teacher shared/college management/cover. Hard copies are available in the staff room. Staff are requested to attach a set list/seating plan. Email can be used – please leave a telephone message to say email sent: For unplanned absences, work should be emailed to HOD, copied into cover@kings-international.co.uk

3.2 Set work must be sufficient to ensure pupils are kept busy throughout the lesson. It should be easy for non-specialist to supervise. It should also include details of homework where appropriate.

3.3 The HOF/HOD or the specified member of staff should ensure the class have all they need for the lesson and provide the cover teacher a class list. Work must be outlined on a cover sheet

3.4 NCH will arrange cover for the day as appropriate. Cover notice will be available in the staff room by 8.15am.

3.5 Staff who leave the school for any reason during the school day must sign out stating times of absence. This is referred to in emergency evacuations and issues to the LEA to record sickness

4 Return to Work

4.1 If you are absent for less than 3 days you may self-certify

4.2 If you are absent for 3 days or more than you must see your Line Manager on your return

4.3 If you are absent for 5 days or more than your must see JQU or JLA on your return