



Attendance and Sickness Absence

It is Poppleton Road Out of School Club's practice to support employees who are genuinely sick and/or unable to come to work and to act reasonable at all times in its dealings with employees, whilst supporting the team who must run the setting in their absence.

Sickness Reporting

Employees working during breakfast club or holiday club hours should telephone the manager before 6:30am on each day of sickness. Where the employee works during after school club hours they should telephone the manager before 12:00 noon providing a clear explanation for their absence and an indication of how long they anticipate the illness to last. This will allow the manager to seek cover to satisfy the clubs ratio requirements. The calls should be made in person and not by text or email. If the manager is not available to take the call, a call back will be arranged. It is the responsibility of the employee to call in every day that they are absent unless they have been signed off by a doctor.

Notification of Infectious Illness

If the sickness absence relates to an infectious illness, it is the responsibility for the employee to notify their manager as soon as possible. If the employee has a bout of sickness and diarrhoea the guidelines from North Yorkshire and York PCT is that the employee cannot return to Club until they are symptom free for a minimum of 48 hours.

Manager's sickness absence

In the event the clubs Manager is absent through sickness, the call should be made to the Support Service Manager and the Assistant Manager. The Assistant Manager will keep in contact with the Support Service Manager during the managers absence and communicate with the team.

Note that any sickness absence that is not correctly reported will be recorded as unauthorised leave and will be unpaid.

Self-certification Forms.

An employee can self-certify their sickness for the first seven days of sickness. This form should be completed with the manager in the return to work meeting. The manager must submit this form to the Support Service Manager with payroll details for that month.



Fit Notes

In the event that a sickness last for more than seven days, a doctor's medical certificate is required (fit note). This must be given to the manager as soon as possible and will be kept on the employee's personal files. A copy of this form must be submitted by the manager with payroll details for that month.

Return to Work

On the employees first day back following their absence, a return to work meeting will be held. The purpose of the return to work meeting is to;

- Welcome the employee back and complete a self-certification form.
- Enquire about why they have been absent and discuss any concerns or support that can be offered to the employee.
- Ensure they are fit to be back at work.
- Remind employees that a satisfactory level of attendance is required and discuss steps to ensure attendance is maintained.

Sick Pay Entitlement

- During the first 6 months employment – statutory benefits only (SSP)
- After 6 months service - up to a total of 4 weeks within a rolling year inclusive of SSP.
- Any additional days of sickness absence will be made at the manager's discretion, in consultation with the committee.

(note a rolling year is 12 months back from first day of absence)

Absence Management

Persistent sickness absence can have a significant impact on the club's ability to provide a safe setting for its children and leads to disruption for the team, so it is important that it is addressed promptly by the manager. Certain tolerances are set by the committee called triggers. Once those triggers are reached a further investigation is required and possibly action by the Manager.

Trigger Levels



- two or more frequencies in a 6-month period.
- a trend or an unacceptable pattern of absence e.g. regular Mondays/Fridays

Such absence will be addressed by the manager informally in the first instance, taking into account all the circumstances of the case. In the case of the manager, this will be addressed by the Chair of Committee.

Where absence levels are identified as being too high, a formal meeting will be held in addition to the return to work meeting.

The manager and the committee are aware that some staff members may have long standing health conditions which will require time away from the club and in these cases, it is important that the member of staff discusses this with the manager. They can then ensure that any reasonable adjustments are in place to support the staff member in their role at the club.

Prolonged Ill Health

The Out of School club is a small organisation with a small work force split into small units. Unfortunately, for this reason, prolonged periods of absence cannot be accommodated. However, because of the legal requirements imposed on the club should an employee have prolonged ill health, a review of their suitability for the post may be required. If, after review, it is concluded that the employee is unable to continue in his/her present role, the issue becomes one of capability and will be dealt with under the Capability Procedure.

Formal Attendance Meeting.

The formal meeting could result in a first stage warning, prompting a six month review of the employee's attendance and giving them an opportunity to improve attendance. Where appropriate, a review will take place whether alterations need to be made can be made to the role of workplace to improve attendance. The outcome of this meeting will be kept on file.

Where attendance does not improve during the six month review period, the employee will be invited to a further meeting to discuss their absence levels, this meeting will be attended by the manager and Chair of Committee. The employee is permitted to bring someone with them.

If at this stage, some exceptional circumstances are identified it will be at the manager's discretion to extend the review period. Minutes will be taken of the discussion.



If it is decided that the employee is unable to maintain an acceptable attendance level and all reasonable measures have been taken to assist the employee, they will dismiss the employee. Their period of notice will be in accordance with their contract of employment. A written letter of dismissal with reasoning will be sent to the employee.

There will be a right of appeal against any decision to dismiss on grounds of ill health. Appeals should be put in writing to the Chair of the Committee within 7 days of written notification.

Occupational Health Referral

In the event that there is any confusion surrounding the advice provided or the Club feel that a further medical opinion may be useful, this may be requested via an Occupational Health referral or by seeking medical advice (subject to consent) from the employee's doctor or specialist.

This policy was reviewed at a meeting of	Poppleton Road OOSC
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager