



The Village Federation of Carsington & Hopton and Kirk Ireton Primary Schools



POLICY FOR THE MONITORING OF STAFF ABSENCE

The Village Federation is committed to supporting staff during illness and on their return to work.

Keeping School Informed

Staff should follow the agreed procedures outlined in the Staff Handbook which is to text or email the headteacher or senior teacher by 7am to report if they are unfit for work.

School Procedures

The administrator will:

- Complete an absence log detailing dates of absence
- Issue a self certification certificate
- Complete the absence return and inform county.

Absence Monitoring

All absences will be monitored and relevant action taken in line with Derbyshire Absence Management guidelines.

Return to Work

Return to work will be supported as appropriate and in line with the Derbyshire conditions of service.