



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
To value, appreciate and enjoy learning.
To work for excellence
To further curiosity and creativity
To aspire to high ideals
To stimulate generous service of others

Staff

Staff Absence Policy

Aim:

Maximum attendance to protect learning and enable effective running of the School
Early request for absence
Cover for known absence

Unplanned absence – sickness

Telephone to warn of absence as asked in the Staff A – Z
Please set cover work if possible by emailing to the Office

Staff should complete the self-certification form and return to the Bursar
Absence Forms are held in the Office and should be made available at the Monday staff meeting.

Staff's requests for absence for personal reasons are sought from the Headteacher and will be given every consideration. Staff will be expected to return the favour for some event in the evening or during the weekend.

Staff should be aware that concern arises at the point where there is more than seven working days absence in the year or where there is long term illness or absence on specific days, such as Friday.

A pattern of absence may lead to a Health Capability process.

Routine appointments should be made outside school time wherever possible.

Planned absence:

Agree leave of absence with the Head
INSET – agree with the Headteacher or Deputy (Fill in yellow card please)

Leaving the site during the day – please sign out for Fire Roll and for the convenience of those who may be looking for you

Monitoring & Review:

Headteacher and Deputy will review absence regularly
Individual members of Staff may be spoken to about their attendance
Sources of support will be recommended

(Prepared August 2008 DPW; Jan 2012 Sr F, Next review due:- Jan 2014)

See also – the Employee Handbook