



# NOTTINGHAM GIRLS' ACADEMY

## STAFF ABSENCE

### ILLNESS

The following action should be taken when an illness absence becomes necessary:

Telephone the academy on **0115 748 3410** and **select option 2** to leave a message before 7:30am and leave a voicemail to explain your reason for absence and how long you expect to be away from school. Unless you have been issued with a doctor's certificate you should continue to ring the Cover Manager each morning. You must also ring the above telephone number to notify when are fit for work if the absence extends into a holiday period.

Details of work for classes should be telephoned or e-mailed to the subject leader or head of department by 7:30am.

It is appreciated that staff often contact their line manager or colleagues to inform them of an illness absence from work. However, this does not replace the requirement to contact the Cover Manager as outlined above.

Because of Statutory Sick Pay implications and in order to fulfil DSS requirements details about absences have to be formally recorded. When you telephone the school office you will be asked for the following questions:

1. What was the first day on which you became ill?
2. Why are you unfit for work? (statements such as unwell/illness are insufficient)
3. How long do you expect to be off work?
4. Has your illness/injury been diagnosed by your doctor?

Please ensure that you provide this information when you telephone the school office. If someone telephones on your behalf please ensure that they are able to answer these questions.

#### **On the 1<sup>st</sup> to the 7<sup>th</sup> day**

If you have been ill for up to seven consecutive days, including Saturday and Sunday, you will be required to complete a "Self Certification of Sickness Absence Form" (available from the office) when you return to work.

#### **On the 8<sup>th</sup> day**

If you are ill for eight consecutive days, including Saturday and Sunday, you must obtain a medical certificate. When you have a doctor's certificate it is not necessary to continue to telephone the Cover Manager on a daily basis. However, you should telephone the day before your certificate expires to confirm you will be back at work.

Please note when counting sickness days for the purpose of self-certification and sick notes include Saturday, Sundays and days you would not normally have worked.

**On your return YOU MUST CONFIRM WITH THE COVER MANAGER BEFORE  
7:30am THAT YOU ARE BACK IN SCHOOL**



## **SICK PAY & SICK PAY LEAVE ENTITLEMENT**

A copy of the Conditions of Service for School Teachers in England and Wales outlining Sick Pay and Sick Leave Entitlement is available from your Academy office on request.

## **ANNUAL LEAVE**

Teachers are required by statutory order to be available for work for 195 days each year (of which 190 are days on which you may be required to teach pupils.) This 195 (39 week) period is reflected in the Academy term-time and holiday pattern.

## **LEAVE OF ABSENCE**

The Principal may grant up to five days leave of absence in any one year for urgent, personal reasons. A year is defined as a rolling year not a calendar or academic year. **All staff must obtain prior permission from the Principal for any absence other than sickness.**

An electronic Leave of Absence request must be completed.

## **STAFF COVER**

The Cover Manager is responsible for Staff Cover arrangements.

The allocation of cover for staff absence is an important feature of the morning briefing meeting. Although some staff absence can be identified in advance of the cover, allocation is finalised on a daily basis according to need, with individual departments being responsible for conveying details of cover to any members of their staff on duty. Daily staff cover arrangements are posted on Arbor before 8:30am. Staff affected will be informed by the Cover Manager and the cover details will appear on your Arbor Calendar.

Every attempt is made to be fair in the allocation of cover time and many factors are taken into account. However, short term discrepancies will inevitably occur and it is currently the Cover Manager's responsibility to ensure that these even out over the medium to long term.

Full records are kept on all staff cover allocations and these can be consulted on application.

**Updated September 2025**