



# **Absence and Cover Arrangements Policy**

Last Reviewed: September 2021  
Next Review Due: September 2022  
Reviewed By: Zoe Wiles

## Arrangements

1. For unanticipated absence due to illness or mitigating circumstances at home, Kindergarten and Lower School staff should inform the Head Teacher by phone call by 7am.
2. A leave of absence request form should be filled in for all other anticipated absence from work and the staff should also sort their own cover where possible. During prolonged periods of absence the Head Teacher should be kept up-to-date in terms of progress and an expected date of return.
3. Class Teachers and Subject Teachers should ensure that, if at all possible, lesson plans are available for the Cover Teacher. Unless the teacher is too ill, it is expected that plans and instructions will be emailed to the Head and to the cover provider well before the start of school – ideally the night before.
4. Kindergarten Teachers and Assistants should ring the Head Teacher, who will deploy the Kindergarten Assistant to be the lead and one of the cover staff to take the role of assistant.
5. Main lessons are covered by [insert name] where possible. The Head Teacher will deploy the Cover Teacher and inform them by phone/text.
6. When a Subject Teacher is ill, the lessons will be covered by whoever is not teaching, again, if possible and relevant, lesson plans should be emailed well ahead.
7. Office Staff will cover internally for each other as far as possible and, in some medical situations, may be able to work from home.
9. In cases of long-term illness, The London Acorn School will aim to employ extra supply staff.

### Short Term Absence Management

- How attendance will be reviewed
- Procedure
- Stage 1, 2 and 3 Absence Hearings

### Long Term Sickness Absence Management

- Alternative Venues
- When Medical Capability is being considered
- Pre-medical capability meeting
- Medical capability Hearing
- Appeals
- Conflicting Medical Advice
- Redeployment
- Ill Health Retirement
- Accrual of Annual Leave during Sick Leave