Managing Sickness Absence Policy and Procedure

Model Letters

For Employees in Voluntary Aided Schools

Version Autumn 2021

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1. **Invitation to informal Absence Review Meeting**

Strictly Private & Confidential

NAME

ADDRESS

Date

Dear

Re: Absence Review Meeting To Discuss Attendance Record

I am writing to invite you to attend an informal absence review meeting with me on [ENTER TIME HERE] on [ENTER DATE HERE] in [ENTER VENUE] at [SCHOOL NAME]

At the meeting we will discuss your absence and ways in which we can assist in facilitating your return to work OR support you in improving your attendance.

Yours sincerely

Line Manager/ SLT/ Headteacher/Head of School

1. Invitation to First Formal Review Meeting

Strictly Private & Confidential

NAME

ADDRESS

Date

Dear

Re: First Formal Review Meeting To Discuss Attendance Record

You will be aware from our informal discussions that I have a number of concerns about your attendance record and the impact your absence has on school life. I write to invite you to attend a first formal review meeting to discuss your absence and ways in which we can support you in improving your attendance OR in facilitating your return to work.

The meeting will take place [ENTER TIME HERE] on [ENTER DATE HERE] in [ENTER VENUE] at [SCHOOL NAME]. (At least 10 clear working days' notice.)

You may be accompanied at the meeting by a companion, who may be trade union representative or a work colleague. I should be grateful if you would notify me the day before the meeting of the name of any companion you may be bringing. At the meeting I shall be accompanied by [NAME/DETAILS/ROLE HERE].

I enclose a copy of the LDBS Managing Sickness Absence Policy and Procedure.

Yours sincerely

Line Manager/ SLT/ Headteacher/Head of School

1. **Invitation to Second Formal Review Meeting**

Strictly Private & Confidential

NAME

ADDRESS

Date

Dear

Re: Second Formal Review Meeting To Discuss Attendance Record

Further to the first formal review meeting held on [DATE HERE], I write to invite you to attend a second formal review meeting to discuss your ongoing absence/ concerns about your attendance record and the impact this has on the day to day running of the school.

The meeting will take place [ENTER TIME HERE] on [ENTER DATE HERE] in [ENTER VENUE] at [SCHOOL NAME. (At least 10 clear working days' notice.)

You may be accompanied at the meeting by a companion, who may be a member of a trade union or a work colleague. I should be grateful if you would notify me the day before the meeting of the name of any companion you may be bringing. At the meeting I shall be accompanied by [NAME/DETAILS/ROLE HERE].

Yours sincerely

SLT/ Headteacher/Head of School

1. Notification of outcome of First/Second Formal Review Meeting

Strictly Private & Confidential

NAME

ADDRESS

Date

Dear

RE: OUTCOME OF FIRST/SECOND (Delete As Appropriate) FORMAL REVIEW MEETING

I write to inform you of the outcome of the meeting which took place on [ENTER DATE HERE] in [ENTER VENUE]. Present at the meeting were [ENTER NAMES AND DESIGNATIONS OF ALL PRESENT].

I explained to you the purpose of the meeting, which was to discuss your attendance record. I explained that the level of absence was giving cause for concern and impacting on the running of the school and your absence was discussed. You stated that [ENTER DETAILS HERE].

I sought to identify any problems or difficulties that you might be experiencing which could be contributing to your absence. You indicated that [ENTER DETAILS HERE].

Select wording as appropriate:

I am satisfied that you intend to return to work on ENTER DATE HERE] and that, should your future attendance record be satisfactory, no further action will be taken.

or

I advised you that you would be referred to Occupational Health. A date was set for a second formal review meeting to give further consideration to your attendance. The review meeting is to be held on at [ENTER TIME HERE] on [ENTER DATE HERE] in [ENTER VENUE] at [SCHOOL NAME], by which time the following targets for improved attendance should have been met [ENTER DETAILS HERE].

or

I advised you that your attendance record was not satisfactory. A date was set for a second formal review meeting to give further consideration to your attendance. The review meeting is to be held on at [ENTER TIME HERE] on [ENTER DATE HERE] in [ENTER VENUE] at [SCHOOL NAME], by which time the following targets for improved attendance should have been met [ENTER DETAILS HERE].

or

The results from your Occupational Health review indicated that you are:

fit to continue in your present post with some reasonable adjustments made which would help support your return to work OR/ improved attendance and we discussed how they could best be put into place.

or

unfit to continue in your present post/ permanently unfit to work. It is therefore necessary for me to ask you to attend a contractual review meeting to determine your continuation in employment at the school. You will be notified of the date of the contractual review meeting as soon as possible.

or

Having considered the details of your attendance record, together with your evidence and issues which were addressed at the meeting, I regret that it has become necessary for me to ask you to attend a contractual review meeting to determine your continuation in employment at the school. You will be notified of the date of the hearing as soon as possible.

I understand this may be an unsettling time and therefore if you would like clarification on any of the details in this letter or anything else around this subject, please do not hesitate to contact me as soon as possible to discuss.

I would also like to let you know that [www.educationsupport.org.uk](http://www.educationsupport.org.uk) provide advice and emotional support to all education staff and have a free, confidential helpline available on 08000 562 561.

Yours sincerely

Headteacher/Head of School

1. Invitation to attend Contractual Review Meeting

STRICTLY PRIVATE & CONFIDENTIAL

Employee NAME

ADDRESS

Date

Dear

Re: Formal Contractual Review Meeting To Consider Attendance Record

At the first/second formal review meeting which took place on [ENTER DATE HERE] you will recall that it was decided that it was necessary to hold a formal contractual review meeting to consider your attendance record. The meeting will take place at [ENTER TIME HERE] on [ENTER DATE HERE] (at least 10 days' notice) and be held in [ENTER VENUE] at [SCHOOL NAME]. A copy of the agenda for the meeting is enclosed, together with written evidence and documents currently available and a copy of the formal sickness procedure adopted by the governing body.

The meeting will be before a committee of three governors OR / the Exec Headteacher (delete as appropriate) and the purpose of the meeting will be to consider concerns relating to your attendance record. You should be aware that consideration will be given to your continued employment.

You may be accompanied at the meeting by a companion, who may be a member of a trade union or a work colleague. If your chosen representative is unable to attend the meeting at the time given above, you may propose another date and time for the meeting to take place to me. Any such alternative date must be on or before [ENTER DATE OF THE FIFTH WORKING DATE AFTER THE PROPOSED MEETING DATE]

I should be grateful if you would notify me as soon as possible and no later than 3 working days before the hearing of the name of any companion you may be bringing. At the hearing the headteacher will be accompanied by [NAME/DETAILS/ROLE HERE].

Should you wish to present any written reports or evidence at the meeting, please let me have copies of the documents as soon as possible and no later than 3 working days before the meeting. Similarly, at least 3 clear working days before the meeting I will send you copies of the written evidence and any relevant documents which will be presented by management.

In summary, the following information should be supplied to me as soon as possible and no later than 3 working days before the date of the meeting:

1. the name of any companion who will be with you at the meeting;

2. any written evidence or relevant documents you wish to be considered;

3. the names of any witnesses and copies of written statements detailing their evidence.

The names of the governors who will be serving on the committee are [NAMES OF GOVERNORS HERE]. The headteacher will be calling the following witnesses to the meeting [NAMES HERE].

Should you not attend this meeting without prior explanation or authorise a representative to act on your behalf, it will go ahead in your absence and any decision taken will be binding.

Yours sincerely

Clerk to the governing body

1. **Notification of outcome of Contractual Review Meeting**

Strictly Private & Confidential

NAME

ADDRESS

Date

Dear

Re: Outcome Of Contractual Review Meeting

Following the formal contractual review meeting held on [DATE HERE], I write to inform you of the outcome of the meeting At the hearing you were accompanied by , the meeting was chaired by . were also present. The minutes were taken by and a representative from Human Resources was present to support proceedings.

This meeting considered the following points:

Reason for meeting

* Summary of concerns regarding attendance

Management view



Employee response

Committee/ Exec Headteacher Findings

The committee/ Exec Headteacher considered the evidence presented to the meeting and had the following reasons for reaching its decision [ENTER COMMITTEE FINDINGS HERE].

On the evidence presented to the committee/Exec Headteacher (delete as appropriate), it was decided that:

Select wording as appropriate:

(a) you are able to return to work, either immediately or in the very near future and that no further action is required; [MAKE FURTHER AMENDMENTS TO LETTER AS APPROPRIATE]

or

(b) a further review period would be appropriate, after which there will be a further contractual review meeting before the Exec Headteacher/same committee of Governors (if possible);

or

(c) Having reviewed all the evidence presented, the panel concluded to issue a dismissal with notice effective from the date of notification of this decision. You are being dismissed on the grounds of your capability as you are unfit to carry out the duties of the post of [ENTER POST HERE] OR /you are unable to sustain an acceptance level of attendance and that you should be dismissed. Your last day of employment will be [DATE HERE]. You will be entitled to pay in lieu of your notice period.

Should you wish to appeal against this decision, you may do so by writing to me, stating the grounds of your appeal, within 10 working days of the date of this letter.

As acknowledgement of receipt of this letter, please sign and return to me the enclosed copy. Failure to return the copy does not invalidate any possible subsequent procedures.

Yours sincerely

Chair of the Committee/ Exec Headteacher

(typed name)

1. **Invitation to attend Appeal Hearing**

Strictly Private & Confidential

NAME

ADDRESS

Date

Dear

Re: Appeal Committee Hearing

In response to your letter of [ENTER DATE HERE] stating that you wish to appeal against the decision of the Exec/ Headteacher or committee of the governing body notified to you on [ENTER DATE HERE], I write to inform you that an appeal hearing will be held at [DATE – AT LEAST 15 DAYS FROM THE DATE OF THE LETTER] at [PLACE] at [TIME]. (the appeal committee shall normally meet within 15 school days of receipt of written notice of appeal).

You may be accompanied at the hearing by a companion, who may be a member of a trade union or work colleague. If your chosen representative is unable to attend the hearing at the time given above, you may propose another date and time for the meeting to take place to me. Any such alternative date must be on or before [date of the fifth working date after the proposed meeting date] I should be grateful if you would notify me as soon as possible and no later than 3 clear working days before the hearing of the name of any companion you may be bringing. At the hearing the Chair of Contractual Review Committee/ Executive Headteacher will be accompanied by [NAME/DETAILS/ROLE HERE

I enclose details of the documents to be presented to the appeal committee. This includes copies of all of the documents which were considered by the contractual review panel and which the headteacher will present to the appeal committee. [I also enclose copies of new documents which the headteacher will introduce at the appeal.]

If you wish to submit new papers please send them to me as soon as possible and by no later than 3 clear working days before the hearing.

The following information should be supplied to me as soon as possible and no later than 3 clear working days before the date of the hearing:

1. the name of any companion who will be with you at the hearing;

2. any written evidence or relevant documents you wish to be considered;

3. the names of any witnesses and copies of written statements detailing their evidence.

The names of the governors who will be serving on the committee are [NAMES OF GOVERNORS HERE]. The Executive/ headteacher will be calling the following witnesses to the hearing: [NAMES HERE].

Should you not attend this meeting without prior explanation or authorise a representative to act on your behalf, it may go ahead in your absence and any decision taken will be binding.

Yours sincerely

Clerk to the governing body

1. Notification of outcome of Appeal Hearing

Strictly Private & Confidential

NAME

ADDRESS

Date

Dear

Outcome Of Appeal Hearing

Following the Appeal Hearing held on [DATE HERE], I write to inform you of the outcome of the meeting. At the hearing you were accompanied by , the meeting was chaired by . were also present. The minutes were taken by and a representative from Human Resources was present to support proceedings.

On the evidence presented to the Appeals Panel, it was decided that:

Select wording as appropriate:

(a) the decision made by the committee/Executive Headteacher (delete as appropriate) at the Contractual Review Meeting is upheld and your dismissal is confirmed

or

(b) the Appeal Panel decided not to uphold the decision of the committee/Exec Headteacher at the Contractual Review Meeting. [Insert new decision and make further amendments to letter as appropriate]

The committee considered the evidence presented to the hearing and had the following reasons for reaching its decision [ENTER COMMITTEE FINDINGS HERE].

The decision of the Appeals Panel is final.

Yours sincerely

Chair of the Appeals Committee

1. Notification of outcome of ill health retirement application (Support Staff)

Strictly Private & Confidential

NAME

ADDRESS

Date (to be sent within 5 working days of receipt of ill health medical certificate)

Dear

Re: Ill Health Retirement

Further to our telephone conversation, I write to confirm that I am in receipt of the Local Government Pension Fund Medical Certificate dated [add date] in response to your application for ill health retirement.

The Medical Certificate certifies that due to ill health, it is deemed that you are unlikely to be capable of undertaking gainful employment before your normal State pension age. This is categorised as Tier 1 ill health retirement and as a result of your ill health, it is deemed you are unable to continue in your current job and are unlikely to be capable of taking on any other paid work in any capacity.

In the light of this, I am writing on behalf of the Governing Body, to give you notice of the termination of your employment as [job title] with [name] School on the grounds of ill health with effect from [date]. You are entitled to be paid [number of weeks] weeks’ notice and this will be paid as a lump sum in lieu of notice through payroll.

You do have the right to appeal this decision and you may do so by writing to me within 10 working days of receipt of the date of this letter.

As acknowledgement of receipt of this letter, please sign and return to me the enclosed copy.

On behalf of the School, I wish to thank you for your service …… [add further details]

Yours sincerely

(typed name)

Chair of Governors / Headteacher

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