

Sickness Absence Policy, June 2026

Appendix 1 Procedures for reporting absence, self -certification and occupational health referral at St Bernard's Catholic High School.

Reporting Sickness Absence

Staff should inform the school by 7.30am on the day of their absence. They must phone the school absence line and leave a message on the school answerphone or speak to the Cover Manager, Jeanette Smith.

You are expected to ring up school for each day of your absence. The number to ring is 01709 828183. If a member of staff becomes ill during the school day, please speak to a member of the Senior Leadership Team who will be able to authorise you leaving the school site. You also need to inform your line manager so that they are aware in case there is a need for them to set work for you.

Self-certification Self-certification is to be completed from day 1 of absence up to calendar day 7 . Non-working days are also included in this count. From day 8, a Fit Note* is to be provided to the cover manager Jeanette Smith, or to the Headteacher.

Referral to Occupational Health

When completing your return to work form, or when you are absent from work, your line manager may feel that you would benefit from an Occupational Health referral. If this is their opinion, this will be discussed with you in person or over the phone. The line manager must ask for permission from the person they are referring to Occupational Health. This referral cannot be done without permission.

The occupational health referral will be done by the line manager or the Headteacher. Once the report is completed and returned, the line manager or Headteacher will meet with the member of staff to go through the report.

*Fit notes can be signed by the following registered and practising health professionals: • Doctor • Nurse • Pharmacist • Physiotherapist • Occupational Therapist