



ABSENCE POLICY

(Adopted from Westmorland and Furness Council)

Approved by			
Role	Name	Signature	Date
Chair of Governors	Jennifer Marshall	<i>J. Marshall</i>	18/04/2024
Headteacher	Helen Grice	<i>Helen Grice</i>	18/04/2024

Implementation date: April 2024

Review date: October 2025

Responsible for policy/document	Melanie Ivison
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Version Number	SLS Version Description	Date of Revision
1	Original	October 2022
2	<p>Reviewed and amended – Page 2 Reporting Absence</p> <p>Sandside staff should text message the work phone (Headteacher) as soon as the staff member is aware they won't be in, followed by a phone call to the school by 8.15am.</p> <p>If an employee is still unfit for work the following day, they must contact the school again and provide an update each day of absence.</p>	18.04.2024
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