



**Sandside Lodge School**

## **ABSENCE POLICY**

**(Adopted from Westmorland and Furness Council)**

Approved by			
Role	Name	Signature	Date
Chair of Governors	Jennifer Marshall		18/04/2024
Headteacher	Helen Grice		18/04/2024

Implementation date: April 2024

Review date: October 2025

Responsible for policy/document	Melanie Ivison
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<b>Version Number</b>	<b>SLS Version Description</b>	<b>Date of Revision</b>
1	Original	October 2022
2	<p><b>Reviewed and amended – Page 2 Reporting Absence</b></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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