

# Managing Absence *training*

Members of the Employee Relations team will be providing training appropriate to Headteachers and other managers in schools on managing staff absence.

Research shows that fair and clear procedures can enhance the employer/employee relationship, and consistent absence management will enable managers in schools to improve staff attendance levels. This in turn will impact positively on the school's budget and consistency of provision.

This course is designed around the recently updated Improving Attendance and Ill-health Absence Management policy and procedure documents available through Schools People Net.

## Outline programme

- Introduction and objectives
- Reasons for managing absence
- The legal context and importance of procedures and records
- The Equality Act 2010
- Short-term or intermittent sickness absence
- Long-term absence
- Tools for supporting managers and staff
- The trade union view

Four dates are available in the Autumn term 2011:-

- 11 October 2011 at Hethel Engineering Centre
- 31 October 2011 at Eco-Tech Centre in Swaffham
- 21 November 2011 at The Old Rectory Hotel, Crostwick
- 28 November 2011 at Delia's, Norwich City Football Club

Arrival will be from 09:00 for 09:30 start and the day will end at 16:00

Maximum of 20 delegates per day and places will be filled on a first come, first served basis.

**To book a place, contact Tina Steele (HR Support Officer) by e-mail:**  
[tina.steele@norfolk.gov.uk](mailto:tina.steele@norfolk.gov.uk).

Please include mention of any special dietary or access requirements.

This training is free of charge to delegates from schools who purchase HR services from the Local Authority but there will be a charge of **£25 per delegate** to cover the cost of venue and refreshments (including coffee on arrival and mid-morning, buffet lunch and afternoon tea). Delegates from schools that do not purchase HR services from the Local Authority may attend, space allowing, for a total cost of £300.