

Managing Attendance Toolkit

Owner Birmingham City Council

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CONTENTS

1.0 Letter to absent employee enquiring about health and agreeing how contact will be maintained	3
2.0 Letter to invite employee to welfare meeting	5
3.0 Letter to refer employee to occupational health	6
4.0 Letter notifying an employee of refusing an occupational health referral	8
5.0 First letter to an employee who has not submitted a Fit Note for a period of sickness absence over seven calendar days (unauthorised absence)	10
6.0 Second letter to an employee who has not submitted a Fit Note for a period of sickness absence over seven calendar days informing employee moving to disciplinary.....	12
7.0 Letter inviting an employee to attend a return to work meeting	13
8.0 Letter inviting employee to a First Formal Attendance meeting to discuss frequent short term sickness absence or any other pattern or level of absence which is causing concern....	14
9.0 Letter to an employee confirming outcome of First Formal Attendance Meeting (frequent short term absence or other pattern of sickness causing concern)	16
10.0Letter inviting employee to a Second Formal Attendance Meeting (frequent short term absence or other pattern of sickness absence causing concern)	18
11.0Letter to employee confirming outcome of Second Formal Attendance Meeting (frequent short term sickness absence/ other patterns of absence causing concern).....	19
12.0Letter inviting employee to a Decision Meeting (frequent short term sickness absence/other patterns of absence causing concern).....	21
13.0Letter to an employee confirming outcome of a Decision Meeting (frequent short term sickness absence/other patterns of absence causing concern)	23
14.0Letter inviting employee to First Formal Attendance Meeting (long term sickness absence).....	26
15.0Letter to employee confirming outcome of First Formal Attendance Meeting (long term sickness absence)	28
16.0Letter inviting employee to Decision Meeting (long term sickness absence).....	31
17.0Letter to employee confirming outcome of Decision Meeting (long term sickness absence).....	33
18.0Letter inviting employee to hearing	35
19.0Letter to inform employee of outcome of hearing – Cease to Work	37

20.0 Letter to inform employee of outcome of hearing – Further period of support or no action	39
21.0 Letter to invite employee to appeal hearing	41
22.0 Letter to inform employee of outcome of appeal hearing	43
23.0 Letter to inform local authority confirming that the appeal has been upheld and requesting withdrawal of notice of dismissal.....	45

1.0 Letter to absent employee enquiring about health and agreeing how contact will be maintained

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Your absence from work

Dear [Name]

I am sorry to hear that you that have been absent from work with **[Insert reason]** since **[Date]**.

As you may know, the school has a duty of care towards all of its employees and wishes to ensure that it does all that it reasonably can to facilitate your return to the workplace.

Part of this duty of care involves maintaining reasonable contact with you whilst you are absent from work in accordance with paragraph 10 of the School's Managing Attendance Procedure. This will enable me to obtain updates on your health, discuss any support that could be put in place to assist your return, and provide you with updates on work matters.

Unless you feel that you will be in a position to return to work within the next 7 days, I would like to maintain contact by calling you **[or alternative method if there are exceptional circumstances]** once every two weeks.

Please let me know if you would prefer contact to be maintained in a different way or if you would prefer another member of staff to be your main point of contact.

Please rest assured that the school will continue to pay your sick pay whilst you are absent, provided that you supply us with the necessary medical evidence. This means that you can self-certify for the first seven days of your sickness absence, but that all absences from day eight must be supported by a recognised Health Care Professional's Statement of Fitness for Work (Fit Note).

Should you be planning to take a holiday UK or abroad during your sickness absence, you must request this in the usual manner.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

Only add next paragraph if reason for absence is stress/depression or anxiety-related

In light of the reason for your current absence, I would also like to give you the opportunity to meet to undertake a stress risk assessment.

Please can you confirm by **[date]** whether you feel able to carry out this exercise at this stage of your absence or whether you would like this to form part of your return to work meeting in due course.

I do sincerely hope that your health improves, and we look forward to welcoming you back at the school soon.

Yours sincerely

[head teacher/nominated manager]

2.0 Letter to invite employee to welfare meeting

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Welfare Meeting

Dear *[Name]*

I am sorry that you still remain on sickness absence from work with **[insert reason]** (as stated on the Statements of Fitness for Work) dated **[insert date]**. To date you have been absent from work since **[insert date]**.

The school has a duty of care towards all of its employees and wishes to ensure that it does all that it reasonably can to facilitate your return to the workplace.

Part of this duty of care involves maintaining contact with you whilst you are absent from work in accordance with paragraph 10 of the School's Managing Attendance Procedure. This will enable me to obtain updates on your health, find out about a possible return date, any support that could be put in place to assist your return, and provide you with updates on work matters.

I would therefore like to invite you to a welfare meeting in line with the School's Managing Attendance Procedure, this will take place **[school/other neutral venue]** on **[date]** at **[time]**.

I would be grateful if you could confirm your attendance by **[enter a deadline]**. I shall be accompanied by **[name]** who will take the notes. If you are unable to attend on this date and time please can you suggest an alternative date within 5 days of the original date.

Finally, I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

I do sincerely hope that your health improves and look forward to your return to work.

Yours sincerely

[head teacher/nominated manager]

3.0 Letter to refer employee to occupational health

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Referral to occupational health

Dear [Name]

Further to our welfare meeting on [insert date], I am now writing to confirm that the next stage would be to refer you to Occupational Health for a medical assessment.

I would therefore be grateful if you could read the attached occupational health referral and confirm that you consent to the contents of the referral by **[7 days from letter]**. I will then finalise the referral paperwork and you will receive appointment details from occupational health. Once you have been seen by occupational health, they will send a confidential report to you and I, which we can meet to discuss at later stage.

[Teaching staff only]

Please note that it is a condition of the teacher's sick pay scheme (see 8.1(iv) of the Burgundy Book) that you attend an occupational health referral in cases of prolonged or frequent absence. Refusing to attend, without good reason may therefore lead to your sick pay being stopped.

[Support staff only]

Please note that it is a condition of the sickness scheme for support staff (see 4.2 of the Green Book) that you attend a medical examination with a medical practitioner nominated by the school/ when requested. Refusing to attend, without good reason is a potential disciplinary matter.

In addition, it is in your best interests to consent to this referral so that we can discuss how best to manage your health condition and your return to work. If the school is unable to establish through an occupational health assessment what the likelihood is of you being fit to return to work, the school will need to make decisions without the benefit of impartial medical advice, which may be less beneficial to you.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

If you wish to discuss anything with me regarding your absence, your referral to occupational health or any other matters in the meanwhile, please feel free to contact me on **[Insert Number]**.

Yours sincerely

[*Head teacher/nominated manager*]

Encs - OH referral paperwork

4.0 Letter notifying an employee of refusing an occupational health referral

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Referral to occupational health

Dear *[Name]*

I refer to my letter of **[date]** enclosing your occupational health referral paperwork. The reason for this request was so that we could ascertain a medical assessment in accordance with the Managing Attendance Procedure.

Despite my previous request to return the referral paperwork to me by **[Date]**, I note that **[we have not received anything from you] OR [you have confirmed that you are not prepared to attend an appointment with occupational health.]**

[Teaching staff only]

May I remind you that it is a condition of the teacher's sick pay scheme (see 8.1(iv) of the burgundy book) that you attend an occupational health referral in cases of prolonged or frequent absence. Refusing to attend, without good reason may therefore lead to your sick pay being stopped.

Kindly return the completed paperwork to me within the next 3 days or your sick pay may be stopped from **[insert date 4 days from date of letter]**.

[Support staff only]

May I remind you that it is a condition of the sickness scheme for support staff (see 4.2 of the Green Book) that you attend a medical examination with a medical practitioner nominated by the school when requested. Refusing to attend, without good reason is a potential disciplinary matter.

Kindly return the completed paperwork to me within the next 3 days or contact me to explain any concerns that you have. If you fail to respond, the school may consider treating this as a disciplinary issue, which it would want to avoid at this time.

As previously explained to you, failing to attend an appointment with occupational health may be less beneficial to you as the school does now need to know if and when you are likely to return to work and any reasonable adjustments that can be made to assist you.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

In the meantime, if you have any concerns, please contact me on **[Email/Telephone no]**.

Yours sincerely

[Head teacher/nominated manager]

5.0 First letter to an employee who has not submitted a Fit Note for a period of sickness absence over seven calendar days (unauthorised absence)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Unauthorised Absence

Dear [Name]

We note from our records that you [*have been/were*] absent from work because of **[confirm stated reason for sickness]** since **[date]** OR from **[date]** to **[date]**.

As you may know, it is a condition of your sick pay scheme that all absences lasting longer than seven days are supported by a doctor's statement of fitness for work (Fit Note). This is also clarified in paragraph 8 of the School's Managing Attendance Procedure.

We must ask you now, as a matter of urgency and by no later than **[give date two days from date of this letter being posted first class]**, to provide the school with a copy of your Fit Note.

Please note that failure, without good reason to supply the school with a copy of your Fit Note, will be deemed as an unauthorised absence under the School's Disciplinary Procedure. Failure to provide the relevant Fit Note could therefore result in your dismissal from the school for gross misconduct and your sick pay being suspended.

Please contact me to let me know why you have not provided a copy of your Fit Note and to confirm if there are any unforeseen circumstances that are preventing you from complying with this request.

Yours sincerely

[*Head teacher/nominated manager*]

6.0 Second letter to an employee who has not submitted a Fit Note for a period of sickness absence over seven calendar days informing employee moving to disciplinary

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Unauthorised Absence

Dear [Name]

We wrote to you previously on [date of previous letter] asking you to provide a doctor's statement of fitness for work (Fit Note) to cover your absence from [date] and informing you of the consequences of not doing so. However, you have not responded to that letter, nor have you provided the school with a Fit Note.

As previously advised, this constitutes an unauthorised absence under the School's Disciplinary Procedure, a breach of your conditions of service and a breach of the School's Managing Attendance Procedure.

Your sick pay will now be suspended pending an investigation meeting. As your continued unauthorised absence has now progressed to being a disciplinary matter, it will be dealt with under the School's Disciplinary Procedure.

You will be sent a separate letter, in accordance with the School's Disciplinary Procedure, inviting you to attend an investigation meeting. A copy of the School's Disciplinary Procedure will be enclosed with the letter.

If you wish to discuss this matter further, please contact me urgently.

Yours sincerely

[Head teacher/nominated manager]

7.0 Letter inviting an employee to attend a return to work meeting

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Return to work meeting

Dear [Name]

I understand that you are due to return from your current period of absence on **[Date]**. In accordance with paragraph 13 of the School's Managing Attendance Procedure (see copy attached), I would like to meet with you in **[location]**, at **[time]** on **[date]**.

The purpose of the meeting will be to:

- a) welcome the employee back and discuss their fitness to return to work;
- b) clarify the reason(s) for the absence;
- c) ensure all relevant paperwork is complete (usually self-certificate and/or Fit Note);
- d) discuss any support or adjustments that may be appropriate;
- e) where necessary, complete the appropriate risk assessment
- f) provide an update on work matters;
- g) discuss any previous absences, including any concerns about patterns or levels of attendance over the previous 6 months

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

If for any reason you are unable to attend the meeting, I would be grateful if you could contact me as soon as possible in order to arrange an alternative time and date.

Yours sincerely

[Head teacher/principal/nominated manager]

8.0 Letter inviting employee to a First Formal Attendance meeting to discuss frequent short term sickness absence or any other pattern or level of absence which is causing concern

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

First Formal Attendance Meeting - Managing Attendance Procedure

Dear [Name]

Following your return-to-work meeting in which you were informed that you had now met the absence triggers in accordance with paragraph 15 of the School's Managing Attendance Procedure.

You have had **[insert table with sickness related absence only]**

I have previously discussed with you informally my concerns about your attendance levels and we agreed that **[summarise actions agreed and taken]**.

However, your current level of absence due to sickness remains a serious concern for the school. I would therefore like you to attend a First Formal Attendance Meeting at **[time]** on **[date]** in **[location]** in accordance with paragraph 18 of the School's Managing Attendance Procedure.

The purpose of the meeting will be to:

- a) Review the breakdown of your recent absences due to sickness and to discuss the reasons for it/them;
- b) Agree strategies, actions or support to help improve your attendance levels going forward, for example counselling, suggestions on how to achieve a work-life balance or referring to occupational health, if there is believed to be an underlying health condition.
- c) Make you aware of the current overall staff attendance levels in the [school/] and discuss how your attendance levels compare; and
- d) Where appropriate, to issue you with an Attendance Improvement Plan ("AIP") which will enable us to work together on agreed positive steps to improve your attendance levels over a period of 13 working weeks from the date of the first formal attendance meeting (known as the First Formal Attendance Monitoring Period).

You have the right to be accompanied at this meeting by a workplace colleague or a trade union representative of your choice provided you request to do so beforehand. Please therefore let me have this request in writing in advance of the date scheduled for the meeting.

I will be accompanied by **[Name]**, who will take a note of the meeting. A member of the Employee Relations team will also be present.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

If you have any questions in the meanwhile, please do not hesitate to contact me on **[number]**.

Yours sincerely

[Head teacher/principal/nominated manager]

Encs – Managing Attendance Procedure

9.0 Letter to an employee confirming outcome of First Formal Attendance Meeting (frequent short term absence or other pattern of sickness causing concern)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of First Formal Attendance Meeting

Dear [Name]

Thank you for attending a first formal attendance meeting with me on [Date] in accordance with paragraphs 18 and 19 of the School's Managing Attendance Procedure.

You were accompanied at that meeting by [Name and role] OR [You chose to attend the meeting alone]. [Name/role] was present to keep a note of the meeting. [Name] from Employee Relations was also present at the meeting.

At the meeting we discussed [summarise key points raised by school and employee].

DELETE AND AMEND AS APPROPRIATE DEPENDING ON OUTCOME REACHED

EITHER:

[NO FURTHER ACTION]

After considering all of the above, it was agreed that the [school/] would take no further action against you at this stage as [reasons e.g. your absence was deemed to be justifiable in the circumstances] AND/OR [no recurrence of the absence is expected as [reasons]]. Please be advised, however, that if you meet one of the absence indicators again in the School's Managing Attendance Procedure within [X] working months of the date of the First Formal Attendance meeting, formal absence monitoring may be resumed from the First Formal Attendance Meeting stage.

OR

[ATTENDANCE IMPROVEMENT PLAN FOR 13 WORKING WEEKS (FIRST FORMAL ATTENDANCE MONITORING PERIOD)]

After considering all of the above, it was agreed that the school would monitor your absence levels over the next 13 working weeks (known as the First Formal Attendance Monitoring Period) in accordance with the Attendance Improvement Plan attached ("AIP").

It was also agreed that a Second Formal Attendance Meeting would take place in **[location]** at **[time]** on **[date]** to review your performance against the agreed plan and to consider next steps. This could include extending the absence monitoring period for a further 13 working weeks if the targets/action(s) on the AIP have not been met or halting the process on the basis that the **[school/]** is satisfied with the progress that you have made during the First Formal Attendance Monitoring Period).

Please note that the AIP has been put in place is for the next 13 working weeks to improve your attendance, however should you trigger the AIP targets within the 13 working weeks, the school will consider rescheduling your Second Absence Review Meeting sooner.

Please can you check, sign and return the enclosed AIP to me as soon as possible **[and by no later than - date to be no later than 7 days from date of letter unless extenuating circumstances]** to ensure that we are both clear on how your attendance levels will be monitored and the support that you will be given during the First Formal Attendance Monitoring Period. If you do not return this to me, I will assume that the contents are agreed.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

Yours sincerely

[Head teacher/principal/nominated manager]

Encs. Attendance Improvement plan

10.0 Letter inviting employee to a Second Formal Attendance Meeting (frequent short term absence or other pattern of sickness absence causing concern)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Second Formal Attendance Meeting - Managing Attendance Procedure

Dear [Name]

Further to the First Formal Attendance Meeting held on [Date], I write to confirm the date and time agreed for a Second Formal Attendance Meeting in accordance with paragraph 20 of the School's Managing Attendance Procedure (see further copy attached).

The purpose of the meeting will be to review your attendance levels over the past 13 working weeks (known as the First Formal Attendance Monitoring Period) using the enclosed absence records. We will also review the Attendance Improvement Plan that we agreed at the First Formal Attendance Meeting on [date] (see further copy attached) so as to help me decide on next steps.

You have the right to be accompanied at this meeting by a workplace colleague or a trade union representative of your choice provided you request to do so beforehand. Please therefore let me have this request (orally or in writing) in advance of the date scheduled for the Second Formal Attendance Meeting. An additional copy of this letter and enclosures is included for you to pass to your representative.

I will be accompanied by [Name], who will take a note of the meeting. A member of the Employee Relations team will also be present.

I would like to make you aware that you can access the Employee Assistance Programme through [insert employee assistance programme contact details].

If you have any questions in the meantime, please do not hesitate to contact me on [number].

Yours sincerely

[Head teacher/principal/nominated manager]

Encs. Attendance Improvement Plan, Managing Attendance Procedure

11.0 Letter to employee confirming outcome of Second Formal Attendance Meeting (frequent short term sickness absence/ other patterns of absence causing concern)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Second Formal Attendance Meeting

Dear [Name]

Thank you for attending a Second Formal Attendance Meeting with me on [Date] in accordance with paragraph 20 of the School's Managing Attendance Procedure.

You were accompanied at that meeting by [Name and role] OR [You chose to attend the meeting alone]. [Name/role] – was present to keep a note of the meeting. [Name] from Employee Relations was also present at the meeting.

At the meeting we discussed [summarise key points raised by school and employee e.g. concerns with ongoing absence levels/difficulties experienced by employee/impact of absence on colleagues and service delivery].

At the meeting we discussed [summarise key points raised by school and employee].

DELETE AND AMEND AS APPROPRIATE

[NO FURTHER ACTION]

After considering all of the above, it was agreed that the school would take no further action against you at this stage as [reasons e.g. you have had little or no sickness absence over the past 13 working weeks]. Please be advised, however, that if you meet the absence indicators set out in paragraph 15 of the School's Managing Attendance Procedure again within [X] working months from the date of the Second Formal Attendance Meeting, the [school/] may continue to manage your sickness absence formally from the second formal attendance meeting stage.

[ATTENDANCE IMPROVEMENT PLAN EXTENDED FOR FURTHER 13 WORKING WEEKS (SECOND FORMAL ATTENDANCE MONITORING PERIOD)]

After considering all of the above, it was decided that the [school/] would continue to monitor your sickness absence levels over the next 13 working weeks (known as the Second Formal Attendance Monitoring Period) in accordance with the Attendance Improvement Plan discussed at the meeting.

Please note that the AIP has been put in place is for the next 13 working weeks to improve your attendance, however should you trigger the AIP targets within the 13 working weeks, the school will consider rescheduling your Second Absence Review Meeting sooner.

It was also agreed that a Decision Meeting would take place in [location] at [time] on [date] to review your performance against the agreed targets in the Attendance Improvement Plan and to consider next steps. Accordingly, I explained that if your attendance levels did not significantly improve over the next 13 working weeks (i.e. by the date of the Decision Meeting), the school would need to consider its options regarding your continued employment due to unsatisfactory attendance. One of the options could be the possibility of referring your case to a hearing before a committee of governors [OR] head teacher/principal. Please note that this may lead to the termination of your employment with the [school/].

I do hope that you found the meeting to be constructive and look forward to meeting with you again in 13 working weeks to revisit your Attendance Improvement Plan.

To ensure that we have a shared understanding of the action points agreed at the Second Formal Attendance Meeting and that you are clear about how your attendance will be monitored during the Second Formal Attendance Monitoring Period, I have enclosed a copy of the Attendance Improvement Plan. Please can you check, sign and return the Attendance Improvement Plan to me by [Date] **[The date should be no later than 7 days from date of letter unless extenuating circumstances]**. If you do not return this to me, by the specified date I will assume that the contents are agreed.

I would like to make you aware that you can access the Employee Assistance Programme through [insert employee assistance programme contact details].

Yours sincerely

[Head teacher/principal/nominated manager]

Encs. Attendance Improvement Plan

12.0 Letter inviting employee to a Decision Meeting (frequent short term sickness absence/other patterns of absence causing concern)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Decision Meeting - Managing Attendance Procedure

Dear [Name]

Further to the Second Formal Attendance Meeting held on [Date], I write to confirm that a Decision Meeting has been scheduled for [time] on [date] in [location] in accordance with paragraph 21 of the Managing Attendance Procedure.

The purpose of the meeting will be to review your attendance levels over the last 13 working weeks (during the Second Formal Attendance Monitoring Period) using the enclosed breakdown of your sickness absence. We will also review the Attendance Improvement Plan that we agreed at the Second Formal Attendance meeting on [date] (see further copy attached) so as to help me decide on next steps.

You have the right to be accompanied at this meeting by a workplace colleague or a trade union representative of your choice provided you request to do so beforehand. Please therefore let me have this request in writing in advance of the date scheduled for the meeting. An additional copy of this letter and enclosures is included for you to share with your representative.

I will be accompanied by [Name], who will take a note of the meeting. A member of the Employee Relations team will also be present.

Please note that if, without good reason, you or your representative are unable to meet on the date and time previously agreed and confirmed above, this meeting may take place in your absence in accordance with paragraph 21.2 of the School's Managing Attendance Procedure. In these circumstances, the [Head teacher/principal/nominated manager] will review all of the available evidence and confirm next steps in writing to you. Please therefore confirm by no later than [date] whether or not you and/or your representative will be attending.

I would like to make you aware that you can access the Employee Assistance Programme through [insert employee assistance programme contact details].

If you have any questions in the meanwhile, please do not hesitate to contact me on [number].

Yours sincerely

[Head teacher/principal/nominated manager]

Encs. Attendance Improvement Plan, Employee absence record, Managing Attendance Procedure

13.0 Letter to an employee confirming outcome of a Decision Meeting (frequent short term sickness absence/other patterns of absence causing concern)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Decision Meeting

Dear [Name]

Thank you for attending the above meeting on [date].

EITHER [Delete and amend as appropriate]

[If employee and/or representative present]

You were accompanied at the meeting by [Name and role] OR [You chose to attend the meeting alone]. [Name/role] was present to keep a note of the meeting. [Name] Employee Relations was also present at the meeting.

At the meeting we discussed [summarise key points raised by school and employee e.g. concerns with ongoing absence levels/difficulties experienced by employee/impact of absence on colleagues and service delivery].

[If employee/representative not present]

You chose not to attend this meeting or to send a representative in your place.

Accordingly, I considered all of the available evidence regarding your attendance levels in accordance with paragraph 21 of the School's Managing Attendance Procedure, namely: e.g. absence records from [date] to [date], Fit Notes from [date] to [date] and your Attendance Improvement Plan(s) dated [X] [delete and amend as appropriate]. I also considered the impact that your ongoing absence is having on the school.

EITHER [delete and amend as appropriate]:

[NO FURTHER ACTION AS TARGETS IN ATTENDANCE IMPROVEMENT PLAN MET]

Having considered all of the relevant evidence, it was decided that the school would take no further action against you following this meeting as your attendance levels due to sickness have substantially improved. You have met the targets that were agreed in your Attendance Improvement Plan over the last 13 working weeks during the Second Formal Attendance Monitoring Period from [Insert date] to [Insert date]. As a result of this the formal monitoring

period has now ended. As a result, your Attendance Improvement Plan expired on **[date-last day of 13 working week absence monitoring period]** from **[date]** to **[date]** and the formal monitoring period has now ended.

Please be advised, however, that if you meet a sickness absence indicator again within **[X]** working months of the date of the Decision Meeting, your past sickness record may be referred to and the school may continue to manage your absence from the Decision Meeting stage. One of the outcomes of the Decision Meeting could be the possibility of referring your case to a hearing before a committee of governors OR head teacher/principal. Please note that this may lead to the termination of your employment with the school.

OR

[TARGETS IN ATTENDANCE IMPROVEMENT PLAN NOT MET OVER 13 WORKING WEEK MONITORING PERIOD/REFERRAL FOR HEARING]

We looked at your sickness absence levels over the last 13 working weeks during the Second Formal Monitoring Attendance Period. from **[date]** to **[date]**. Unfortunately, you have not met the targets set out in your Attendance Improvement Plan. You have had **[X]** episodes of sickness absence during the Second Formal Attendance Monitoring Period

You have had **[X episodes of sickness absence]** during the last **[term]** and/or **[13 working weeks]** and your absence levels stand at **[episodes and amount of days]** therefore, school has serious concerns about your sickness absence levels and your ability to fulfil your contract at this time.

I will be referring your case to **[a committee of governors/the head teacher/the principal-delete as appropriate]** for a hearing in accordance with paragraphs 21 and 27 of the School's Managing Attendance Procedure. Please note that this may lead to the termination of your employment with the **[school/]** due to unsatisfactory attendance **[and/or]** ill-health capability. You will be notified of the time and date of this hearing as soon as possible.

OR

[SOME IMPROVEMENT IN ATTENDANCE MADE DURING SECOND FORMAL ATTENDANCE MONITORING PERIOD BUT NOT ENOUGH/EXTENSION OF AIP FOR FURTHER REASONABLE PERIOD]

We looked at your sickness absence levels over the last 13 working weeks during the Second Formal Attendance Monitoring Period from **[date]** to **[date]** (known as the Second Formal Attendance Monitoring Period) . Although, your attendance levels have improved during this time, you have still had **[X episodes]** of sickness absence over the 13 working weeks **[insert period]**. The **[school/]** still has some concerns about your sickness absence levels and your ability to fulfil your contract at this time. I will therefore be extending the Second Formal Attendance Monitoring Period for a further **[confirm number of working weeks from date of decision meeting/period to be determined on a case by case basis]**.

To ensure that we have a shared understanding of the action points agreed at the Decision Meeting and that you are clear about how your attendance will be monitored during the

extension of your Second Formal Attendance Monitoring Period, please can you check, sign and return the enclosed Attendance Improvement Plan to me as soon as possible and by no later than **[date to be no later than 7 days from date of letter unless extenuating circumstances]**. If you do not return this to me, I will assume that the contents are agreed.

NEXT PARAGRAPH IN ALL CASES

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

If you have any queries or questions about this letter please do not hesitate to contact me on **[number]**.

Yours sincerely

[Head teacher/principal/nominated manager]

CC-Employee Relations, Employee's representative

Encs – **[Attendance Improvement Plan if Second Formal Attendance Monitoring Period being extended]**

14.0 Letter inviting employee to First Formal Attendance Meeting (long term sickness absence)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

First Formal Attendance Meeting – Managing Attendance Procedure

Dear [Name]

I am sorry to hear that you are still absent from work due to [reason].

During our last welfare [meeting/discussion] on [date], we discussed [summarise key action points agreed].

I also explained during this [meeting/discussion] that if, despite recent medical advice, your return to work date remained uncertain or unknown, I would need to consider inviting you to a First Formal Attendance Meeting under paragraph 23 of the School's Managing Attendance Procedure (see copy attached).

I would therefore like you to attend a First Formal Attendance Meeting at [time] on [date] in [location].

The purpose of the meeting will be to discuss:

- a) The accuracy of your absence record (a breakdown of the time that you have had off due to sickness is attached);
- b) Any medical treatment that you are currently receiving and medical advice from your GP/consultant/occupational health as to the prognosis for your recovery;
- c) Your views on how much longer you will be off work and your expectation of being able to return within a reasonable period;
- d) Any additional adjustments or supportive measures that the school/ may be able to put in place to support your return to work;
- e) Alternatives to returning to your current role; and
- f) The impact that your current period of long term sickness absence is having, and whether in all of the circumstances, the [school/] can wait any longer for you to return to work.

Once we have discussed all of the available evidence, I will adjourn to consider the options available and will let you know my decision orally and in writing.

You have the right to be accompanied at this meeting by a workplace colleague or a trade union representative of your choice provided you request to do so beforehand. Please therefore let me have this request (orally or in writing) in advance of the date scheduled for the meeting. An additional copy of this letter and enclosures is included for you to pass to your representative.

I will be accompanied by **[Name]**, who will take a note of the meeting. A member of the Employee Relations team will also be present.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

If you have any questions in the meanwhile, please do not hesitate to contact me on **[number]**.

Yours sincerely

[Head teacher/principal/nominated manager]

Encs – Managing Attendance Procedure, breakdown of employee’s absence due to sickness

15.0 Letter to employee confirming outcome of First Formal Attendance Meeting (long term sickness absence)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Dear [Name]

Outcome of First Formal Attendance Meeting

Thank you for attending a First Formal Attendance Meeting with me on [Date] in accordance with paragraphs 22 and 23 of the School's Managing Attendance Procedure.

You were accompanied at that meeting by [Name and role] OR [You chose to attend the meeting alone]. [Name/role] was present to keep a note of the meeting. [Name] from Employee Relations was also present at the meeting.

ADD NEXT PARAGRAPH ONLY IF NO MEDICAL ADVICE OBTAINED BY DATE OF FIRST FORMAL ATTENDANCE MEETING

During the meeting we discussed and finalised your occupational health referral and it was agreed that I would send this off to the relevant provider as soon as possible. It was also agreed that I would contact you again on a [fortnightly] basis from now to obtain updates on your health condition with a view to meeting again once the [school/] has received a report from occupational health.

ADD NEXT PARAGRAPH ONLY IF OCCUPATIONAL HEALTH REPORT OR OTHER MEDICAL EVIDENCE WAS DISCUSSED AT FIRST FORMAL ATTENDANCE MEETING

During the meeting, we considered and discussed the report from [occupational health and/or your consultant] dated [X] with you and it was agreed that [summarise agreed actions based on report received]:

e.g. the School would make the following adjustments to your role, in order to facilitate your return to work [summarise]

ADD NEXT PARAGRAPH ONLY IF ILL-HEALTH RETIREMENT HAS BEEN APPROVED

Teachers only

As we have now received notification from occupational health confirming that ill-health retirement has been granted, we agreed that your last day at the [school/] due to ill-health would be [date].

Support Staff only

Although we have now received notification from the Local Government Pension Scheme that your application for ill-health retirement has been granted, the [school/] will need to arrange for a brief hearing to take place in order to dismiss you, which is a requirement of the LGPS. Once the termination of your employment has been approved, you will be able to access your pension benefits under the LGPS.

If you chose to waive your rights to the formal managing attendance process and wish to proceed directly to a hearing, can you confirm this in writing to me by [Insert Date]. Upon receipt of your confirmation, we can then arrange a hearing before a panel of Governors for consideration.

You also have the choice of waiving your rights to attend the hearing and submit written representation if you wish to.

ADD NEXT PARAGRAPH ONLY IF POSSIBILITY OF ILL-HEALTH RETIREMENT IS NOW GOING TO BE CONSIDERED

During the meeting, we agreed that I would arrange for you to be reviewed by occupational health so that they could consider your suitability for ill-health retirement. We therefore agreed that I would arrange for you to be referred to occupational health with a view to meeting again once the school has received a report from occupational health.

ADD NEXT PARAGRAPH ONLY IF AGREED TO GIVE EMPLOYEE FURTHER REASONABLE PERIOD TO RETURN TO WORK/RECOVER

During the meeting, it was agreed that we would meet to review your health again at a Decision Meeting in [specify time period]. We also agreed to maintain contact on a [fortnightly basis] to see how your health is progressing. Please note that one possible outcome of the Decision Meeting could be your case being referred to a Committee of Governors or Head Teacher/Principal [delete as appropriate] who would consider the termination of your employment due to ill-health capability.

ADD NEXT PARAGRAPH ONLY IF EMPLOYEE HAS DECLARED THEMSELVES FIT TO RETURN TO WORK SHORTLY

I am satisfied from our discussion that you now intend to return to work on [date]. I have therefore scheduled a return to work meeting with you at [time] on [date] in [location]. No further management action will be taken against you at this time. Please be advised, however, that if you meet the sickness absence indicators again within [X] working months of the date of this meeting, your past sickness record may be referred to and the school may continue to manage your sickness absence from the Decision Meeting stage of the Managing Attendance Procedure. This may include referring your case to a committee of governors OR to the Head

Teacher/Principal **[delete as appropriate]** to consider the possible termination of your employment due to ill-health capability.

INCLUDE IN ALL CASES

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

I do hope that you found the meeting to be constructive and look forward to receiving an update on your health in due course OR to welcoming you back at the school on **[date]**. **[delete as appropriate.]**

Yours sincerely

[Head teacher/principal/nominated manager]

16.0 Letter inviting employee to Decision Meeting (long term sickness absence)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Decision Meeting – Managing Attendance Procedure

Dear [Name]

I am sorry to hear that you are still absent from work due to [reason].

During the First Formal Attendance Meeting on [date], we discussed [summarise key action points agreed].

I also explained during this meeting that if, despite recent medical advice, your return to work date remained uncertain or unknown, I would need to consider inviting you to a Decision Meeting under paragraph 24 of the School's Managing Attendance Procedure (see copy attached).

I would therefore like you to attend a Decision Meeting at [time] on [date] in [location].

The purpose of the meeting will be to review and discuss:

- a) The accuracy of your absence record (a breakdown of the time that you have had off due to sickness is attached);
- b) Any medical treatment that you are currently receiving and medical advice from your GP/consultant/occupational health as to the prognosis for your recovery;
- c) Your views on how much longer you will be off work and your expectation of being able to return within a reasonable period;
- d) Any additional adjustments or supportive measures that the [school/] may be able to put in place to support your return to work;
- e) Alternatives to returning to your current role; and
- f) The impact that your current period of long term sickness absence is having, and whether in all of the circumstances, the [school/] can wait any longer for you to return to work.

Once we have discussed all of the available evidence, I will adjourn to consider the options available and will let you know my decision orally and in writing. Please be aware that one

option may be for me to refer your case to a **[Committee of Governors or the Head Teacher/Principal]**, who will consider whether or not to dismiss you due to ill-health capability.

You have the right to be accompanied at this meeting by a work place colleague or a trade union representative of your choice provided you request to do so beforehand. Please therefore let me have this request (orally or in writing) in advance of the date scheduled for the meeting. An additional copy of this letter and enclosures is included for you to pass to your representative.

I will be accompanied by **[Name]**, who will take a note of the meeting. A member of the Employee Relations team will also be present.

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

If you have any questions in the meanwhile, please do not hesitate to contact me on **[number]**.

Yours sincerely

[Head teacher/principal/nominated manager]

Encs – Managing Attendance Procedure, breakdown of employee's absence due to sickness

17.0 Letter to employee confirming outcome of Decision Meeting (long term sickness absence)

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Decision Meeting

Dear [Name]

Thank you for attending a Decision Meeting with me on [Date] in accordance with paragraph 24 of the School's Managing Attendance Procedure.

You were accompanied at that meeting by [Name and role] OR [You chose to attend the meeting alone]. [Name/role] was present to keep a note of the meeting. [Name] from Employee Relations was also present at the meeting.

ADD NEXT PARAGRAPH ONLY IF OCCUPATIONAL HEALTH REPORT OR OTHER MEDICAL EVIDENCE WAS DISCUSSED AT DECISION MEETING

During the meeting, we considered and discussed the report(s) from [occupational health and/or your consultant] dated [X] with you and it was agreed that [summarise agreed actions based on report received]: e.g. the school would make the following adjustments to your role, in order to facilitate your return to work [summarise]

ADD NEXT PARAGRAPH ONLY IF ILL-HEALTH RETIREMENT HAS BEEN APPROVED

Teachers only

As we have now received notification from occupational health confirming that ill-health retirement has been granted, we agreed that your last day at the school would be [date].

Support Staff only

Although we have now received notification from the Local Government Pension Scheme that your application for ill-health retirement has been granted, the school will need to set up a brief hearing. Once the termination of your employment has been approved, you will be able to access your pension benefits under the LGPS.

ADD NEXT PARAGRAPH ONLY IF IT HAS BEEN AGREED THAT POSSIBILITY OF ILL-HEALTH RETIREMENT IS STILL PENDING

During the meeting, we agreed that I would arrange for you to be reviewed by occupational health asap so that they could consider your suitability for ill-health retirement. We therefore agreed that you would **[summarise next steps i.e. liaise with your representative and/or Schools HR to get the necessary application forms completed]** and that we would meet again or that I would call you every 2 weeks from now to obtain an update on any progress made with your application and your health condition.]

ADD NEXT PARAGRAPH ONLY IF AGREED TO GIVE EMPLOYEE FURTHER REASONABLE PERIOD TO RETURN TO WORK/RECOVER

During the meeting, it was agreed that we would meet to review your health again in **[specify time period]**. We also agreed to maintain contact on a **[fortnightly basis]** to see how your health is progressing. I also clarified that if following this further period of recovery time, a return to work date was unknown or unlikely, the **[school/]** would need to consider referring your case to **[a committee of governors]** or **[to the head teacher/principal]** who would consider the termination of your employment due to ill-health capability.

ADD NEXT PARAGRAPH ONLY IF EMPLOYEE HAS DECLARED HIM OR HERSELF FIT TO RETURN TO WORK SHORTLY

I am satisfied from our discussion that you intend to return to work on **[date]**. I have therefore scheduled a return to work meeting with you at **[time]** on **[date]** in **[location]**. No further management action will be taken against you at this time. Please be advised, however, that if you meet the sickness absence indicators again within **[X]** working months of the date of this meeting, your past sickness record may be referred to and the school may continue to manage your sickness absence from the Decision Meeting stage of the Managing Attendance Procedure.

ADD NEXT PARAGRAPH IF DECISION IS TO REFER TO COMMITTEE OF GOVERNORS/HEAD TEACHER FOR ILL-HEALTH CAPABILITY HEARING

Given that you have now been absent due to ill-health since **[date]** and that there still appears to be no prospect of you returning to work within a reasonable period, I explained that your case would now be referred to **[a committee of governors]** or **[the head teacher/principal]** who would consider all of the evidence and decide whether to dismiss you for ill-health capability. You will receive a separate invite letter and supporting evidence shortly.

INCLUDE IN ALL CASES

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

I look forward to receiving an update on your health in due course.

Yours sincerely

[Head teacher/principal/nominated manager]

18.0 Letter inviting employee to hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Hearing – [Unsatisfactory Attendance] and/or [Ill-Health Capability]- delete as appropriate

Dear [Name]

Further to my letter of [date of Decision Meeting outcome letter], you are required to attend a hearing in accordance with paragraph 27 of the School's Managing Attendance Procedure (see copy attached).

The hearing will take place at [time] on [date] in [location] and will be heard by [the head teacher of the School]/[the principal of the]/[a Committee of Governors].

The purpose of the hearing will be to consider your level of absence from work due to sickness between [date] and [date] and to let you comment on a recommendation by [name of author of management report] that the school should consider your continued employment at the school in the light of your ongoing health issues and/or absence levels.

I enclose a copy of the written management case and accompanying documents that will be presented by [name of staff member presenting management case]. Management also intend to call [name(s)] as witnesses OR The School does not intend to call any witnesses to this hearing. You will have the opportunity to bring any witnesses that you wish to act on your behalf. A representative of the Local Authority will be in attendance as Technical Advisor.

You have the right to request that you be accompanied by a representative of your choice who is either a Trade Union official or an employee of your employer. You and/or your representative will be given the opportunity to state your case and to question the presentation provided by management and/or relevant witnesses.

You are required to submit any written documentation that you wish to use at the hearing to me no later than [date]. Failure to meet this deadline may mean that the chair of the hearing will refuse to allow you to reply on this documentation at the hearing. You will also need to notify me of the names of any witnesses you wish to be present on your behalf by [date].

Please contact me on [number] by [date] to advise me of whether or not you can attend on the time and date given and whether or not you wish to be accompanied by a representative. You may suggest an alternative time and date as long as it is reasonable and is not more than five

working days after the original date suggested above. The [school/] may reject your suggestion if it is unreasonable.

If you are unable to attend the hearing in person, you can arrange for a representative to attend and act on your behalf and/or you could submit any documentation in your absence that you wish the **[head teacher/principal/Committee of Governors]** to consider. However, if you or a representative cannot attend on the date above or your suggested date is unreasonable, the hearing may proceed in your absence.

You should be aware that the hearing may lead to the termination of your employment due to **[ill-health capability] and/or [unsatisfactory attendance due to sickness]-delete as appropriate.**

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details].**

Yours sincerely

Clerk to the Governing Body

CC – Employee Relations, Employee's Representative

Encs – Management case and supporting documents (including Managing Attendance Procedure)

19.0 Letter to inform employee of outcome of hearing – Cease to Work

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Hearing – [Ill Health Capability and/or Unsatisfactory Attendance due to sickness-delete as appropriate]

Dear [Name]

I am writing to inform you of the outcome of the hearing held on [date] in accordance with paragraph 27 of the School's Managing Attendance Procedure.

The purpose of the hearing was to enable you to comment on [summarise nature of hearing e.g. management's recommendation that your level/pattern/ongoing absence within the school due to sickness between [date] and [date] can no longer be sustained.]

The management case was presented by [Name]. [Names/roles] were called as witnesses in support of the management case. OR No witnesses were called in support of the management case. (delete as appropriate)

You were accompanied by [Name/role]. OR You chose not to attend the hearing or to send a representative in your place. You called [Names] as witnesses in support of your case. OR You chose not to call any witnesses in support of your case.

Determination to cease to work

Having carefully considered the circumstances and the available evidence, [the head teacher/Committee of Governors] determined that you should cease to work at the school.

Therefore, the committee's decision is that you should cease to work at the school. The local authority will be informed of this determination and within fourteen days, as required by regulation, will terminate your contract without notice.

Support Staff only – delete where appropriate

May I remind you of the contractual clause relating to return of the School/Birmingham City Council property and refer you to the attached form. Please liaise with your manager or an agreed School representative to return these items. You should also make arrangement to collect any personal belongings as required.

Teachers only – delete where appropriate

You are instructed to return any belongings you have of School/Birmingham City Council, i.e. ID badge, keys, laptop, mobile phone, uniform etc. and are required to return these to **[Name of identified officer]**. This would also apply to you collecting any personal belongings.

You may appeal against this decision by notifying the Clerk to the Governing Body in writing at **[address]** writing within 10 working days of receipt of this letter. You should state all the grounds upon which the appeal is based.

Yours sincerely

Clerk to the Governing Body

CC – *[Head teacher]*, Employee Relations,

Encs – Employee Obligations on Termination of Employment Form

20.0 Letter to inform employee of outcome of hearing – Further period of support or no action

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Hearing – Ill-health Capability OR Unsatisfactory Attendance due to sickness [delete as appropriate]

Dear [Name]

I am writing to inform you of the outcome of the hearing held on **[date]** in accordance with paragraph 27 of the School's Managing Attendance Procedure.

The purpose of the hearing was to enable you to comment on **[summarise nature of hearing e.g. management's recommendation that your level/pattern/ongoing absence within the [school/] due to sickness between [date] and [date] can no longer be sustained.**

The management case was presented by **[Name]**. **[Names/roles]** were called as witnesses in support of the management case. OR No witnesses were called in support of the management case. **(delete as appropriate)**

You were accompanied by **[Name/role]**. OR You chose not to attend the hearing or to send a representative in your place. You called **[Names]** as witnesses in support of your case. OR You chose not to call any witnesses in support of your case. **(delete as appropriate)**

Having carefully considered the circumstances and the available evidence, **[the Head teacher/Principal/Committee of Governors-delete as appropriate]** determined that you should be given a further period of **[insert date e.g. 7 working weeks]** to demonstrate to management that your levels of absence are now acceptable. This period will be known as the Final Attendance Monitoring Period and will run from **[date of Hearing]** until **[date-e.g.7 working weeks later]**. We agreed that **[name of person who has been monitoring absence to date]** would meet with you at **[time]** on **[date]** to review your attendance levels against the targets. A copy of the agreed Final Attendance Improvement Plan is enclosed for your information. If at the end of this period your attendance has not improved to the level required, there will be another hearing to reconsider your future employment due to ill-health capability and/or unsatisfactory attendance due to sickness.

INSERT ONLY IF OUTCOME IS NO FURTHER ACTION TO BE TAKEN

Having carefully considered the circumstances and the available evidence, **[the head teacher/principal/committee of governors-delete as appropriate]** determined that no further action should be taken against you at this time as **[summarise reasons]**.

ADD NEXT PARAGRAPH IN ALL CASES EXCEPT WHERE NO FURTHER ACTION IS BEING TAKEN

I would like to make you aware that you can access the Employee Assistance Programme through **[insert employee assistance programme contact details]**.

You may appeal against this outcome by notifying me, in writing (and providing all grounds of appeal and supporting evidence), at **[contact details]** within 10 working days of receiving this letter. Should you wish to appeal against this decision, the school will write to you separately to invite you to an appeal hearing.

Yours sincerely

Clerk to the Governing Body

CC – [head teacher], Employee Relations,

Encs – Final Attendance Improvement Plan if outcome is to give further reasonable period for improvement

21.0 Letter to invite employee to appeal hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Appeal Hearing

Dear [Name]

I am writing to confirm the invitation to an appeal hearing in accordance with paragraph 29 of the School's Managing Attendance Procedure (see copy attached).

The hearing will take place at **[time]** on **[date]** in **[location]** and will be heard by the appeals committee of the governing body. The hearing will be chaired by **[name]** and other members of the committee will be **[name]** and **[name]**.

The purpose of the hearing will be to consider your appeal against a decision by **[the head teacher/principal/Committee of Governors]**(delete as appropriate) that **[summarise decision e.g. that you should cease to work at the school on the grounds of ill health capability, that you should be dismissed from the [school/] on the grounds of ill-health capability and/or unsatisfactory attendance due to sickness, that you should be given a Final Attendance Monitoring Period of [length] to demonstrate that your attendance levels are satisfactory]**.

I enclose a copy of the documentation to be presented by management in response to your appeal. This includes the School's Managing Attendance Procedure and the Guidance for Behaviour at Meetings and Hearings. **[Name of person responding to appeal]** will be responding to your appeal on behalf of management and will be calling **[Names/roles]** as witnesses OR will not be calling any witnesses. (delete as appropriate)

A representative of the Local Authority will be in attendance as Technical Advisor and **[Name]** will be present as note-taker.

You have the right to request that you be accompanied by a representative of your choice who is either a Trade Union official or an employee of your employer. You and/or your representative will be given the opportunity to state your case and to question the response provided by management and/or relevant witnesses.

You are required to submit any relevant written documentation to support the stated grounds of your appeal to me no later than **[date]**. Failure to meet this deadline may mean that the chair of the hearing could refuse to consider your written documentation at the hearing.

You will also need to notify me of the names of any witnesses you wish to be present on your behalf by **[date]**.

Please contact me on **[number]** by **[date]** to advise me of whether or not you can attend on the time and date given and whether or not you wish to be accompanied by a representative. You may suggest an alternative time and date as long as it is reasonable and is not more than five working days after the original date suggested above. The school may reject your suggestion if it is unreasonable.

If you are unable to attend the hearing in person, you can arrange for a recognised trade union representative to attend and act on your behalf and/or you could submit any documentation in your absence that you wish the **[head teacher/principal/Committee of Governors]** to consider. However, if you or a representative cannot attend on the date above or your alternative suggested date is regarded as unreasonable, the hearing may proceed in your absence.

Yours sincerely

Clerk to the Governing Body

CC – Employee Relations, Employee’s Representative

Encs – Management case and supporting documents (including Managing Attendance Procedure)

22.0 Letter to inform employee of outcome of appeal hearing

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Outcome of Appeal Hearing

Dear [Name]

I am writing to inform you of the outcome of the appeal hearing held on [date] in accordance with paragraph 29 of the School’s Managing Attendance Procedure.

The purpose of the hearing was to enable you to appeal against the decision made by the **[head teacher/principal/committee of governors]** (delete as appropriate) at the hearing on **[date]**, namely that **[summarise decision taken at hearing]**.

You were accompanied by **[Name/role]**. OR You chose not to attend the hearing or to send a representative in your place. (delete as appropriate)

You presented your appeal and called **[Names]** as witnesses in support of your case. OR You chose not to call any witnesses in support of your case. (delete as appropriate)

The management response was presented by **[Name]**. **[Names/roles]** were called as witnesses in support of the management response. OR No witnesses were called in support of the management response. (delete as appropriate)

Having carefully considered the circumstances and the available evidence, the appeals committee determined that:

EITHER

APPEAL AGAINST DISMISSAL UPHELD

Your appeal against the decision on **[date]** that you should **[be dismissed]** on the grounds of ill-health capability or unsatisfactory attendance due to sickness is upheld delete as appropriate. You will therefore be re-instated without a break in service.

OR

APPEAL AGAINST DECISION TO DISMISS NOT UPHELD

Your appeal against the decision on **[date]** that you should be dismissed from the school on grounds of ill health capability and/or unsatisfactory attendance due to sickness-delete as appropriate, is not upheld and the notice of dismissal dated **[date]** therefore remains in effect. Your last day at the school will still be **[date]**.

OR

APPEAL AGAINST FURTHER PERIOD FOR IMPROVEMENT UPHELD

Your appeal against the decision to give you a further defined period for improving your attendance levels/management support OR for recovering from your current period of long term sickness absence is upheld. (delete as appropriate)

EITHER

a) FREQUENT SHORT TERM SICKNESS ABSENCE

It has therefore been agreed that your attendance levels will be monitored for a further period of **[state period]** from the date of this hearing (frequent short term sickness absence) using the enclosed Final Attendance Improvement Plan. If, however, your attendance levels are not satisfactory at the end of this period, your dismissal for unsatisfactory attendance due to sickness will be considered at a reconvened hearing.

OR

b) LONG TERM SICKNESS ABSENCE

It has therefore been agreed that you will be given a further period of **[confirm time period]** to enable you to return to work, failing which your dismissal due to ill-health capability will be considered at a reconvened hearing.

APPEAL AGAINST FURTHER PERIOD FOR IMPROVEMENT NOT UPHELD

Your appeal against the decision to give you a further defined period for improving your attendance levels OR for recovering from your current period of sickness absence is not upheld. **(delete as appropriate)**

The decision of the appeals committee is final.

Yours sincerely

Clerk to the Governing Body

CC – *[head teacher/principal]*, Employee Relations,

23.0 Letter to inform local authority confirming that the appeal has been upheld and requesting withdrawal of notice of dismissal

Type the date here

Strictly Private and Confidential

Name

Address line one

Address line two

Address line three

Postcode

Request to withdraw notice of dismissal

Dear *[Name]*

I am writing to confirm that an appeal hearing took place at **[Name of school]** on **[date]** to consider **[Name of employee's]** appeal against a decision that they should cease to work at the school on the grounds of **[ill-health capability OR unsatisfactory attendance due to sickness]**. **(delete as appropriate)**

The appeal committee determined that **[Name of employee]** appeal should be upheld.

Please therefore ensure that their notice of termination is withdrawn with effect from **[date of appeal hearing]** and reinstate them with immediate effect.

Yours sincerely

Clerk to the Governing Body

Cc- Birmingham City Council