**Absence Reporting Guidelines for Staff during Coronavirus Situation**

| Reason you are not in school | What to do | How will it affect your pay |
| --- | --- | --- |
| You are sick with something other than Coronavirus | Follow normal guidance for staying off work e.g. if you have vomiting or diarrhoea you should stay off work for 24 hours after your last episode.  Please ring the school by 07:30 am on the first day of absence, so that the Leadership Team can manage daily deployment, and confirm your reason for absence by email to [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) so the office can keep records and pay correct. You need to phone in and email every day that you are absent.  If you are off sick for more than 7 days and are unable to get a note from your GP due to Public Health restrictions on accessing GP surgeries, please continue to phone in and email [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) on daily basis. If you are able to secure a note from your GP or other communication (e.g. a letter) confirming you will be absent due to illness on a long-term basis, please send a copy of the note or letter to [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk). | Your absence will be recorded as sickness absence and the normal sick pay entitlements in your contract apply |
| You have symptoms of Coronavirus ie: a new persistent cough or a high temperature and you live alone. | You need to self-isolate for **7 days**.  On the first day of your symptoms please ring the school by 07:30 am on the first day of absence, so that the Leadership Team can manage daily deployment, and confirm your reason for absence by email to [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) so the office can keep records and pay correct. You need to tell us that you have coronavirus symptoms. You do not need to notify us every day of your 7-day self-isolation.  You do not need a GP’s note. You can download an isolation note at <https://111.nhs.uk/isolation-note/>  On the **eighth day** after your symptoms started, you can return to work if you are no longer symptomatic. So if you are not returning to work you need to call us again to explain the reason you are not in work and email [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) | Your absence will be recorded as sickness due to coronavirus and the normal sick pay entitlements in your contract apply. |
| You have symptoms of Coronavirus ie: a new persistent cough or a high temperature and you live with others. | You need to self-isolate for **7 days**.  On the first day of your symptoms please ring the school by 07:30 am on the first day of absence, so that the Leadership Team can manage daily deployment, and confirm your reason for absence by email to [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) so the office can keep records and pay correct.  You do not need to provide a GP note or notify us every day of your 7-day self-isolation. You can download an isolation note at <https://111.nhs.uk/isolation-note/>  On the **eighth day** after your symptoms started, you can return to work if you are no longer symptomatic. So if you are not coming into school you need to call us again to explain the reason you are not in work and email [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk)  People who live in the same house as you must self-isolate for 14 days, which is the maximum incubation period for the virus to ensure they don’t pass it on to others. | Your absence will be recorded as sickness due to coronavirus and the normal sick pay entitlements in your contract apply |
| You are self-isolating because someone in your house has symptoms of coronavirus | You need to self-isolate for **14 days**. People who live in the same house as you must also self-isolate for 14 days, which is the maximum incubation period for the virus, to ensure they don’t pass it on to others.  Please ring the school by 07:30 am on the first day of absence, so that the Leadership Team can manage daily deployment, and confirm your reason for absence by email to [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) so the office can keep records and pay correct.  You need to specify that someone in your household has coronavirus symptoms. You do not need to provide a GP’s note or notify us every day of your 14-day self-isolation. You can download an isolation note at <https://111.nhs.uk/isolation-note/>  If you are well and able to work, please follow the homeworking guidance.  On the **fifteenth day**, you can return to work if you are not symptomatic. So if you are not returning to school you need to call us again to explain the reason why and email [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) | If it is agreed that you can work from home, so long as you remain well AND check-in daily you will be treated as working at home and will be paid as normal.  If you are not able to work at home or you don’t check-in daily your absence will be recorded as sickness due to coronavirus and the normal sick pay entitlements in your contract apply |
| You were self-isolating for 14 days because someone in your house had symptoms, but you have now also developed symptoms | You need to self-isolate for **7 days** from the first day of your symptoms – this may mean you are off work for more than the initial 14 day period.  On the first day of your symptoms please ring the school by 07:30 am on the first day of absence, so that the Leadership Team can manage daily deployment, and confirm your reason for absence by email to [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) so the office can keep records and pay correct.  You do not need to provide a GP note or notify us every day of your 7-day self-isolation. You can download an isolation note at <https://111.nhs.uk/isolation-note/>  On the **eighth day** after your symptoms started you would be expected to return to work. So if you are not returning to school you need to call us to let us know why you aren’t in school and email absence@castle.cambs.sch.uk. | Your absence will be recorded as sickness due to coronavirus from the first day you reported symptoms and the normal sick pay entitlements in your contract apply |
| You are classed as a vulnerable adult and you have been given the option to work from home | You need to email [INSERT NAME OF APPROPRIATE MEMBER OF SMT] each day to check-in and see what tasks you need to complete. If your circumstances change and you become ill, you need to call the school and email [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) to notify us that you are unwell and follow the instructions above. | So long as you remain well AND check-in daily you will be treated as working at home and will be paid as normal.  . |
| Someone in your family is classed as a vulnerable adult and you don’t want to risk catching the virus and passing it to them. | There is no automatic right to paid leave in this situation. The schools’ Discretionary Leave of Absence policy applies and each case will be considered individually. At the school’s discretion, if staffing allows, you may be allowed to work from home. You must discus your situation with [INSERT NAME OF APPROPRIATE MEMBER OF SMT] before taking the absence and your form must be approved.  If you are working from home you need to email [INSERT NAME OF APPROPRIATE MEMBER OF SMT] each day to check-in and see what tasks you need to complete.  If your circumstances change and you become ill, you need to call the school and email [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) to notify us that you are unwell and follow the instructions above. | If it is agreed that you can work from home, so long as you remain well AND check-in daily you will be treated as working at home and will be paid as normal.  Otherwise, the decision over whether your absence is paid or unpaid will be made in accordance with the Discretionary Leave of Absence Policy. |
| You are staying at home to look after children because their school or normal childcarer is not able to look after them. | There is no automatic right to paid leave in this situation. The schools’ Discretionary Leave of Absence Policy applies and each case will be considered individually. At the school’s discretion, if staffing allows, you may be allowed to work from home. You must discus your situation with [INSERT NAME OF APPROPRIATE MEMBER OF SMT] before taking the absence and your form must be approved.  If you are working from home you need to email [INSERT NAME OF APPROPRIATE MEMBER OF SMT] each day to check-in and see what tasks you need to complete.  If your circumstances change and you become ill, you need to call the school and email [absence@castle.cambs.sch.uk](mailto:absence@castle.cambs.sch.uk) to notify us that you are unwell and follow the instructions above. | If it is agreed that you can work from home, so long as you remain well AND check-in daily you will be treated as working at home and will be paid as normal.  Otherwise, the decision over whether your absence is paid or unpaid will be made in accordance with the Discretionary Leave of Absence Policy. . |

If you are not in school and you have not reported the reason for your absence from school under one of the above categories, your pay may be affected. If you are working at home, information about key tasks will be emailed out regularly. Please check your school email regularly (at least daily). If you are working at home and do not check-in daily or provide a reason for absence, you will be marked as absent without permission and your pay may be affected.