



Teachers Managing Absence (F8) Toolkit
TMA04:
Conducting an Attendance Support Meeting



LIVE
LEARN
WORK
INVEST
VISIT

Section 1	Conducting an Attendance Support Meeting
Section 2	Attendance Support Meeting Form

Version Number	Effective Date	Details of Last Revision
1.0	11 th August 2025	

Section 1: Conducting an Attendance Support Meeting

In addition to the formal attendance review meetings, it may be appropriate to hold attendance support meetings. These are particularly important for long term absences (i.e. to discuss referrals to occupational health, or to obtain an update on the Teacher/Associated Professionals' condition) but may also be used to discuss any concerns about a Teacher/Associated Professionals' attendance prior to formal action or review any supports or adjustments that may have been put in place.

These meetings also allow for contact to be maintained during a long-term absence in order to provide ongoing support to a Teacher/Associated Professional (this is particularly important when the employee is absent due to a more serious health condition e.g. cancer and may be feeling isolated from the workplace).

The meeting can take place at a Council office, the Teacher/Associated Professionals' home, an alternative mutually acceptable venue or over telephone or video call, depending on the nature of the absence. The meeting should be positive and constructive and can be done on a one-to-one basis as it is informal.

A template letter – TMA (F8) 04(a) is available to invite the Teacher/Associated Professional to the meeting.

The purpose of the meeting is to allow Head Teachers/Depute Head Teachers to:

- Gain a better understanding of the reason for the absence.
- Discuss when the Teacher/Associated Professional expects to return to work.
- Whether there are any adjustments that can be made that would allow for an earlier return.
- Whether a referral to Occupational Health or any other support services is required at that time.
- Discuss the next steps and the action that will be taken should the Teacher/Associated professionals' absence continue

As a minimum Head Teacher/Depute Head Teacher should arrange an attendance support meeting when it is anticipated that the Teacher/Associated Professional will be absent for more than 4 weeks. Head Teachers/Depute Head Teachers should try and arrange the meeting within 3 to 4 weeks of the absence. In the case of hospitalisation, the meeting should take place as soon as is reasonable. The meeting can take place at a Council building, at the employee's own home, an alternative mutually acceptable venue or over the telephone, depending on the Teacher/Associated professional's illness.

A record of the meeting and any agreed actions should be provided using either the attached pro-forma TMA04(b) or the template letter TMA04(c). A copy should be provided to the Teacher/Associated Professional.

Section 2: TMA (F8) 04 (b) – Attendance Support Meeting Form

TMA (F8) 04 (b) - ATTENDANCE SUPPORT MEETING FORM			
Section 1. Teacher/Associated Professional Details			
Name:			
Employee No:			
Location/Unit:			
Job Title:			
Head Teacher / Depute Head Teacher Name:			
Section 2. Absence Information			
1	Date Absence Commenced:		
2	Reason for Absence: (If, the reason given differs from the original reason please ensure this is discussed with the Teacher/ Associated Professional) (If the reason is Work Related Stress please refer to Section 4.1 of the TMA Policy for guidance on how this should be dealt with)		Work Related Yes <input type="checkbox"/> No <input type="checkbox"/> (If, yes please ensure this is recorded correctly on iTrent and discuss whether any additional support is required) (If either party considers the absence is due to an industrial injury/illness please refer to Section 6.5 for guidance on how this should be dealt with)
	Does the Teacher/Associated Professional have an anticipated Return to Work Date:	Yes <input type="checkbox"/> (Provide detail) No <input type="checkbox"/>	
3	Is there any support measures that can be provided at this stage? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Physiotherapy <input type="checkbox"/>	EAP (Employee Assistance Programme) <input type="checkbox"/>	Stress Assessment <input type="checkbox"/>
	Occupational Health Referral <input type="checkbox"/>	Other (please state)	
4	Would the Teacher/Associated Professional be able to perform amended/lighter duties on a temporary basis to allow an earlier return?	Yes <input type="checkbox"/> (Provide detail) No <input type="checkbox"/>	
5	Would the Teacher/Associated Professional be able to carry out a different role on a temporary basis to allow an earlier return?	Yes <input type="checkbox"/> (Provide detail) No <input type="checkbox"/>	
6	Has the Teacher/Associated Professional been advised of the next stage of the process should they remain absent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7 Summary of Discussion and Agreed Action			
Date of Discussion:			