



CATS
CAMBRIDGE

COVER WORK POLICY

Date of Policy	August 2025
Next Review Date	August 2026
Key Staff	Senior Deputy Head, Deputy Head – Teaching & Learning
Lead for Review	Deputy Head – Teaching & Learning

Introduction

The purpose of the Cover Work Policy and procedures are to inform and provide clear guidelines on staff attendance so that CATS Cambridge can maintain efficient use of its resources. This policy takes account content of CGS staff contracts and should be read in conjunction with the CATS Global Schools Absence Management Policy which can be found on The Den.

A satisfactory level of attendance to lessons is crucial to the smooth running of the school. High absence rates not only impact on colleagues left to cover the absence but have major implications for the school budget and the teaching and learning of our students. The Senior Leadership must therefore, as part of normal day-to-day supervision, ensure that employees are aware of the standards of attendance required, where improvement is required and how these will be monitored and reviewed over time.

Definitions

- **Absence** - is defined as not attending for work when required to do so
- **Authorised Absence** - is absence which has been authorised by the Senior Leadership Team prior to or after its occurrence and can be paid or unpaid
- **Cover Work** – study materials that are asynchronous and accessible by all students, that will challenge them academically, allowing them to learn and progress in their studies.
- **Unauthorised Absence** - is absence which has not received authorisation by the Senior Leadership Team prior to or after its occurrence and is always unpaid

We are aware that an employee absent from work may be due to a variety of reasons including health problems, family or personal matters. It is vital that the school has in place the CATS Global Schools Absence Management Policy to ensure that all employees receive the appropriate support at such times and that absence is managed effectively to ensure equal and consistent treatment of all staff.

A consistent and proactive approach to managing attendance is essential to minimise disruption while at the same time treating employees fairly and compassionately.

Staff absence from work can have an adverse effect on the achievement of pupils. All the evidence suggests that disruption to the pattern of a pupils' learning has a detrimental effect on progress and attainment and the quality of education and opportunity they receive.

Line management has a key role in influencing employee behaviour and in creating a purposeful and supportive working atmosphere which can play a large part in maintaining and improving attendance. The length of time lost by employees through absence must however be monitored to ensure that each employee is able to do their job effectively and without putting themselves or others at risk. Managers should ensure that all their employees are familiar with the absence reporting and setting of cover work expectations and the absence rules

Reporting Absence

All Employees who are unavoidably absent through illness or for personal reasons must notify the school, by email, before 8:00am on the morning of their absence.

Teaching staff should email Curriculum, their line manager and House Director, clearly stating their full name, the nature / reason for absence, the duration of absence or anticipated date of return.

Cover work for all missed classes must also be posted on MS Teams and sent to your Head of Department by 8:30am. It needs to be clear, adequate for the lesson, and available to non-specialists. It is essential that you set suitable cover work for every lesson in which you are responsible for a class or group of students, thus ensuring pupils have appropriate and relevant work to keep them engaged in class. It is the responsibility of the Head of Department to ensure that the cover work is shared with both students and the teacher covering the class.

Lessons may not be postponed.

Staff members who are informed that they are covering a lesson must do so. This counts as a 'reasonable request' under the direction of the Head Teacher. They are expected to be at the lesson on time, ensure that all students can access the learning, take the register in a timely manner on Shackleton and send any relevant information pertaining to the covered lesson to the Head of Department and absent teacher.

If you are absent for more than one day and have made clear the date of your return during your initial email, you do not need to write again unless your situation changes.

In accordance with the CATS Global Schools Absence Management Policy, when staff return to work, they must complete a 'Return to Work' form with their line manager. It is the line manager's responsibility to ensure that this is completed and forwarded to Human Resources.