

## Equality Impact Assessment

**PART A)** To be completed during the planning /proposal stage. Further sheets should be added where needed.

<b>1. Name of the change, strategy, project or policy:</b>		Attendance Management Policy and Procedure for Schools	
<b>2. Name of person(s) completing this form:</b>		Schools HR Project Team	
<b>3. Has the policy/practice been assessed to consider any potential impact on the equality groups? If yes, please add further detail continue on a separate sheet if necessary.</b>			
Yes			
As this policy and procedure is based upon identified good practice for managing attendance it will ensure that attendance related problems are identified as soon as possible, managed with sensitivity and compassion and staff are provided with appropriate support where necessary. The School will fulfill its obligations to equality by approaching all sickness absence cases in a fair and consistent manner.			
<b>4. Equality Target Group (circle):</b>	<b>Negative impact – it could disadvantage</b>	<b>Reason</b>	
Race	None		
Religion/belief	None		
Disability	None		
Gender	None		
Gender Reassignment	None		
Sexual Orientation	None		
Age	None		
Pregnancy/Maternity	None		
Marriage & Civil Partnerships	None		
<b>5.</b>	Yes	No	
a) Is the impact legal/lawful? Seek advice from your School HR Business Partner if necessary.	NA	NA	
b) Is the impact intended?	NA	NA	
<b>6. Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme &amp; action plan)</b>	Yes, No, or N/A	If yes, please provide details	
Eliminate unlawful discrimination, harassment and victimisation	Yes	Policy developed in line with employer duties contained within the 2010 Equality Act.	
Advance equality of opportunity between different equality groups	NA		
Foster good relations between different equality groups	NA		

<b>7.</b> If you have identified any negative impact, have you identified any ways of avoiding or minimising it?
NA
<b>8.</b> Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?
NA
<b>9.</b> In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?
Consistent application of policy.

**PART B)** To be completed when assessment and consultation has been carried out

<b>10.a)</b> As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.				
<b>10.b)</b> As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?				
The policy has been through two full stages of consultation and no further changes or specific research is required.				
<b>11.</b> Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	Yes	<b>X</b>	No	

**Schools HR Project Team**  
**April 2016**