



Leave of Absence Policy

Policy Control	
Responsible Person:	Lindsay Roberts
Responsible Governor Team:	Resources Team
Approved by Governors:	October 2014
Date due for review:	October 2017

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

Our School Values

Goudhurst and Kilndown Church of England Primary School values

Community • Friendship • Joy • Love • Peace • Trust

and all our stakeholders are encouraged to *reflect* upon their learning and their actions

This policy has been adopted by the Governing Body, following consultation with the staff.

The school management accepts that, from time to time, staff need leave of absence for personal reasons or to undertake official duties not related to their work.

Governors have delegated responsibility for decisions on this discretionary leave of absence to the Headteacher.

This policy is intended to:

1. Inform staff of the general rules normally applying to leave of absence applications.
2. Ensure that applications are properly managed, and the necessary steps taken to maintain an appropriate level of staffing to deliver quality education in the school.
3. Lay out the procedures for making application for leave of absence.

The following guidelines are not prescriptive for any individual case, but offer information on what would normally be approved. In agreeing any absence the school would take into account:

- a) the needs of the school
- b) any previous requests for leave of absence
- c) the circumstances surrounding the application.

No individual request should be related to previous requests, in terms of 'precedents having been set', as all requests are set in unique contexts.

Absence *could* be agreed for the following:

Leave of Absence with pay

- Attendance at In-Service Training Courses
- Professional conferences
- Work by the school's Health and Safety at Work representative
- Ante-natal visits
- Paternity leave (up to 10 days)
- Emergency medical appointments
- Consultant medical appointments (where these are unavoidably made in school time)
- Interviews (one or two days depending on distance)
- Removal of house – employees remaining at the school and where removal cannot take place at weekends or during school holidays (one day)
- Death of spouse, child, father or mother (up to 10 days)
- Funeral of spouse, child, mother, father, brother, sister, father or mother-in-law (one or two days according to distance)

Leave of absence without pay

- Visits to doctor, dentist, optician etc, which cannot be arranged outside school hours
- Funerals of persons not mentioned in previous clauses
- Graduation of child or spouse.

Leave of absence for extraneous duties

Reasonable leave of absence with full salary will be given to enable employees to undertake extraneous duties subject to the needs of the school and where the employee does not get reimbursed from another source.

- Justice of the Peace
- Members of the Local Authority or member of any committee or sub-committee thereof.
- Persons appointed or nominated by a Government Minister, Association of Local Authorities or a Local Authority to serve on a committee, tribunal or panel.
- Approved Trade Union duties.

Subpoenaed Witnesses and Jurors

Members of staff who undertake Jury Service or act as witnesses for a court or tribunal are required to claim from the court an allowance for loss of earnings and the amount received is deducted from their salary.

Applications for absence other than those listed will be considered on their merit by the Headteacher.

Applications

All applications for Leave of Absence for reasons other than personal illness, whether they are with pay or without, should normally be made in writing to the Headteacher, giving as much notice as possible. The Headteacher will reach a decision and confirm it in writing. Members of staff who disagree with the Headteacher's decision should, in the first instance, appeal to the Chairman of the Governors.

The Headteacher will review staff absences on a regular basis.