**ABSENCE DURING THE**

**SCHOOL TERM AND**

**SCHOOL DAY**

**GUIDANCE DOCUMENT**

**This document is for guidance only.**

**Highlighted areas for suggestion only, school to decide/insert**

1. **INTRODUCTION**

The School aims to secure the attendance of all employees in order to maintain high standards of safety, security and service. Absences during the school term and school day should be kept to a minimum as this can have a detrimental effect on the support provided to pupils.

1. **AIMS OF THE GUIDANCE**

This guidance has been prepared to assist the Senior Leadership Team and Governing Body to manage such absence in a controlled and consistent manner.

It is important to ensure that all staff are treated fairly and consistently in line with good employment practice.

The responsibility for the monitoring and controlling of absence rests with the Headteacher or nominated officer. Confidentiality should be maintained at all times.

This guidance can be used in conjunction with statutory leave guidelines, e.g. Parental Leave and Dependant Care Leave.

If the employee is absent owing to their own illness or injury this falls under the sick pay scheme as detailed in the individuals terms and conditions of employment.

1. **SCOPE**

This guidance applies to all school staff.

1. **HOSPITAL, DOCTOR AND DENTAL APPOINTMENTS**

All staff will be expected to arrange these appointments, where possible, after the school day ends or during the school holidays. It is recognised that emergency treatment may be required at short notice and therefore due consideration will be given to each individual request. It is also recognised that flexibility is sometimes not provided by hospital appointment booking systems etc.

1. **OTHER REASONS FOR ABSENCE**

**Paid** time off during the school term and the normal school day **may** be approved in the following circumstances only:

* Compassionate Leave - Death of a spouse, partner or parent – up to 5 days, death of a brother, sister or other close relative – up to 3 days. For children see Parental Bereavement Leave below.
* Attending funeral of close family member or close friend

* Serious illness of a spouse, partner, parent or child, where the spouse, partner, parent or child is hospitalised or recuperating from major surgery – up to 5 days per annum
* Accompanying a spouse, partner, parent or child (under the age of 18) to hospital, where the need is required – up to 2 days per annum
* Illness of a child in full time education who is unable to go to school and requires care at home – up to 3 days per annum
* Moving house – up to 2 days per annum
* Examination Leave – leave to sit the exam
* Graduation ceremony attendance – reasonable time for close family member
* Interviews – reasonable time

**YOU DO NOT HAVE TO AGREE TO PAY FOR ANY OF THE ABOVE – THERE IS NO LEGAL ENTITLEMENT. AMEND TO SUIT YOUR SCHOOL. (REMOVE THIS IN FINAL VERSION)**

Payment for the above is at the discretion of the Headteacher. Any days requested in excess of the above may not be authorised.

Maternity, Paternity, & Adoption leave – as determined by the National Conditions.

Parental Bereavement Leave – Death of a child up to the age of 18 or stillbirth of a child 24 weeks or more into a pregnancy – Legal entitlement to 2 weeks Statutory Parental Bereavement Pay (RBWM pay two weeks leave with full pay).

Jury service – normal pay for the period less the juror’s allowance received.

Special leave for any reasons other than those listed above will be at the discretion of the Headteacher.

Leave will not normally be granted for holidays during term time as this would result in a detriment of the service to support the pupils at the school. Any special requests for annual leave will be considered by the Headteacher, including requests from Support Staff on all year contracts. Such requests will be dealt with as detailed under paragraph 6 below. There is no automatic right to take leave during school term time.

1. **PROCEDURE FOR DEALING WITH REQUESTS**

All requests for leave should be submitted to the Headteacher using the “Request for Absence” form (see appendix A) at least 10 working days in advance where possible, or completed upon return to work in the event of sudden, unexpected situations. The Headteacher may request evidence of the reason for the request for leave e.g. hospital appointment card, flight booking confirmation. The form will be returned to the employee prior to the period of absence indicating whether the absence is approved, not approved, paid or unpaid.

All requests for absence during the school day will ultimately be at the discretion of the Headteacher or their representative.

1. **PROCEDURE FOR DEALING WITH UNAUTHORISED ABSENCE**

If a request for absence is not approved and the employee is absent from work on the requested date/s the Headteacher or their representative will contact the employee to establish the reason for the absence. If a satisfactory explanation is not given the absence will be deemed as unauthorised and could result in disciplinary action being taken.

Appendix A

**REQUEST FOR SPECIAL LEAVE**

All applications should be made at least 10 working days prior to absence where possible.

|  |  |
| --- | --- |
| **Name** | **Department** |
| **Date/s of absence**  **Times of absence** | **Cover required?** |
| **Reason for absence** | |
| **Signed** | **Date** |

Your request for Special Leave is authorised/refused (**delete as appropriate**)

The period of leave will be paid/unpaid (**delete as appropriate**)

|  |  |
| --- | --- |
| **Signed (Headteacher or representative)** |  |
| **Date** |  |

**Notes to employee**

* **if your request for absence is authorised you must inform your Line Manager**
* **if lesson cover is required you must inform the Cover Manager to enable cover to be arranged**

*Payroll must be advised of any periods of unpaid absence*

*Copy of this form to be returned to employee, copy to be placed on personal file.*