

# Easthampstead Park Community School

## TERM-TIME LEAVE POLICY: Guidance for dealing with requests from Staff for absence during the school term and school day



### 1. INTRODUCTION

The school and the Governing Body is committed to providing and maintaining a high standard of education for all pupils in the school. The school requires good standards of attendance from all employees. Prolonged or regular absence through ill health or other reasons can prevent the school from delivering an effective service. It is recognised that employees may experience periods of ill health and require sick leave from time to time. When this happens, the school will treat this sensitively and will be sympathetic, supportive and act in a fair, reasonable and consistent manner.

### 2. AIMS OF THE GUIDANCE

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.

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.

### 3. SCOPE

This guidance has been prepared following consultation with the recognised Teachers' Professional Associations and Support Staff Trade Unions and applies to all staff in schools.

### 4. 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 maybe 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. Reasonable time off should be given for those undergoing fertility treatment.

### 5. OTHER REASONS FOR ABSENCE

Paid time off during the school term and the normal school day may be approved in the following circumstances only. (Note in the case of codes C, E, H and J, should the reason for the absence not require a full day, then the member of staff would be expected to attend work either prior or after.) Appointment cards or letters should be provided in support of the request where appropriate.

Code	Reason	Period
A	Death of a spouse, partner, parent or child.	Up to 5 days in a 12 month period
B	Death of a brother, sister or other close blood relative	Up to 3 days in a 12 month period
C	Attending funeral of close family member or close friend	Up to 1 day in a 12 month period
D	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 in a 12 month period

Code	Reason	Period
E	Leave to accompany a sick dependant; spouse, partner, parent or child (under the age of 16) or dependant with a disability, to a medical or professional appointment with their dependent's e.g. GP, dentist, clinic or hospital.	Up to 2 days in a 12 month period
F	Illness of a child (under the age of 16) in full time education who is unable to go to school and requires care at home	Up to 4 days in a 12 month period. Days cannot be consecutive.
G	Moving house	Up to 1 day in a 12 month period
H	Examination leave	Leave to sit the exam
I	Graduation ceremony attendance	Reasonable time for close family member
J	Interviews	Up to 3 days in a 12 month period
K	Jury service	Normal pay for the period less the juror's allowance received.
L	Maternity, paternity and adoption leave	As determined by the National Conditions

Any days requested in excess of the above may not be authorised.

Leave will not normally be granted for holidays during term time as this would result in a detriment of the service to support the children at the school. Any special requests for annual leave may be considered by the Headteacher. Such requests will be dealt with as detailed under paragraph 6. There is no automatic right to take leave during school term time.

#### 6. PROCEDURE FOR DEALING WITH REQUESTS

All requests for leave should be submitted to the Headteacher using the "Request for Headteacher's Discretion for a Leave of Absence" form (see appendix A) at least ten 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). The form will be returned to the employee before the period of absence indicating whether this absence is granted or not granted and with or without pay.

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

#### 7. OTHER LEAVE

At the discretion of the Headteacher unpaid leave may be granted to allow members of staff to attend weddings, graduation ceremonies and funerals of non-immediate family members' funerals. Unless there are exceptional circumstances, only one day of unpaid leave for such events will be granted per staff member per academic year.

#### 8. 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 nominated officer should attempt to 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. In this situation Human Resources should be contacted before any action is taken.

**Reviewed and Revised:**

March 2018

**Responsibility for Implementation and Review:**

Governors' Personnel Committee

**Date of Next Review:**

Spring 2020

Term-time leave Policy March 18

