



**ST PHILIP'S CE
PRIMARY
SCHOOL**

Staff Absence Policy

Policy confirmed by the *Governing Body of St Philip's CE Primary School* on:

Date: _____

Signature: _____

Chair of Governors

This policy is to be reviewed on : _____

Rationale

The Governors are required to have a clear and consistent policy on requests for absence of staff not covered by statutory requirements and conditions of service. Staff absence can seriously disrupt pupil progress.

Aims

- To ensure continuity of education, care and effective management of the school whilst acknowledging the school's obligation to be a fair, just and understanding employer.
- To inform and maintain consistency in decisions about paid and unpaid leave.

GUIDELINES

- **Staff should take leave outside of the school term.**
- **Absences must be discussed and agreed with the Headteacher.**
- St Philip's CE Primary School adheres to Bath & North East Somerset's Personnel Procedures and Guidelines and employees' Terms & Conditions of Employment.

Illness

- Guidelines for notification of illness are provided in the staff handbook

Doctors, Dentist and Hospital Appointments - Staff

- Whenever possible, appointments should be arranged during school holiday periods or outside directed time.
- When the above is not possible **or** because of the urgency of the situation **or** because of the inflexibility of hospital appointment arrangements, paid time off will be given.

Time off to care for dependants

B&NES' Personnel Procedures and Guidelines explains that:

An employee is entitled by law to be permitted by his employer to take a reasonable amount of **unpaid** time off during the employee's working hours in order to take action which is necessary:

- To provide assistance when a dependant falls ill, gives birth or is injured or assaulted.
- To arrange care for a dependant who is ill or injured
- Where the arrangements for care of a dependant are unexpectedly disrupted or terminated
- To deal with an incident involving the employee's child which occurs **unexpectedly** when the employee is at school

- Where doctor, dentist and hospital appointments can only be made during term or directed time because of the urgency of the situation or because of the inflexibility of appointment arrangements. NB: Wherever possible, such appointments should only be arranged during school holiday periods or outside directed time.

Employees must tell their employer the reasons for their absence as soon as is practicable and also how long they expect to be absent.

A dependant is defined in all the cases above as:

- A spouse
- A child
- A parent
- A person who lives in the same household as the employee (except lodgers, etc)

In addition, in the first three cases above, dependant also means a person who reasonably relies on the employee.

Special Leave - in the event of the death/serious illness of a relative or death of a close friend

At the discretion of the Headteacher and Governors, the following may be granted in the event of

- the death/serious illness of a **close** relative (eg parent, partner, son or daughter), a maximum of five days' paid leave (or pro rata equivalent for part-time staff).
- the death of other relatives or a close friend, a maximum of one day's paid leave (or pro rata equivalent for part-time staff).

Additional paid or unpaid leave may also be granted at the discretion of the Headteacher and Governors in exceptional circumstances.

Interviews

- Paid leave will be given to attend interview for appointment to educational posts in another school or LEA.
- Leave to attend interview other than for an educational post will be granted at the discretion of the Headteacher and Governors who will decide whether such leave will be paid or unpaid.

Other Circumstances

Other circumstances may arise when staff request time off and the Headteacher and Governors have the discretion to deal with these one-off situations and decide whether it will be on a paid or unpaid basis. Leave granted under this category cannot amount to more than five days in any one academic year.