

Request for Leave of Absence



Name:		Date request made:	
-------	--	--------------------	--

Absence	At least 5 days notice is normally required for absence to be approved					
Date(s) of Absence						
For one day or less	X periods to be kept off cover Circle periods where cover required					
AM Reg	1	2	3	4	5	PM Reg
If duty missed, inform duties co-ordinator.	None	Contractual			Lunchtime	

Reason:	
---------	--

Approval in Principle		
Learning Director	For CPD/Trips	
Headteacher	For all other Reasons	
Covers AHT	Normally approval will only be granted if less than 3 covers are already needed at the same time	

Funding			
If there is a cost (other than cover) what is the source of funding?	None	Agreed Source:	
Cost of Cover	None	Internal Cover	Agreed Source:

Comment

Process: Agree funding → Line Manager/Headteacher Approval → Covers AHT approval

Where absence is for bookable CPD, after request is approved in practice, see the Business Manager to book the course.

Signature:
<i>I confirm I have checked the electronic cover calendar before making this request</i>

LEAVE OF ABSENCE POLICY

Context

The School exists to provide a service to the Students. Therefore it is expected that Staff will take every opportunity to avoid being absent during school time. However, it is recognised that continuing professional development benefits existing and future students, and some other absences are unavoidable. It is the responsibility of individual teachers to submit a formal written request for cover on the official form; otherwise the request may be declined.

Status	Non Statutory
--------	---------------

Purpose

- To ensure every lesson matters and that high standards of teaching and classroom management are maintained
- To facilitate school development and unavoidable but necessary staff absence
- To enable the efficient and effective day to day management of the school including staff workload

Consultation	<ul style="list-style-type: none"> • Staff, Governors
Relationship to other policies	<ul style="list-style-type: none"> • Teaching and Learning, CPD
Relationship to standard operating procedures	<ul style="list-style-type: none"> • Cover work

Role	Responsibility
Governors	<ul style="list-style-type: none"> • Approve and review policy
Headteacher	<ul style="list-style-type: none"> • Authorise absence for medical and other personal reasons with due regard for the needs of the school and staff welfare
Staff requesting leave of absence	<ul style="list-style-type: none"> • To ensure absence is necessary taking into account the needs of the school and previous absence record • To apply at least five days before absence • To set and assess high quality cover work
Learning Director(or Leadership Line-Manager)	<ul style="list-style-type: none"> • Authorise absence for CPD and trips taking into account the needs of the school and previous absence record
Covers AHT	<ul style="list-style-type: none"> • Authorise absence taking into account other absence requests and the school calendar • Monitor and review absence records and quality of cover work
Covers Co-ordinator	<ul style="list-style-type: none"> • Administer Covers • The Covers Co-ordinator is not permitted to authorise absence

Arrangements for Monitoring and Evaluation

- Core Leadership and Covers AHT will monitor and manage planned absences
- Headteacher will monitor staff absence
- Governors Staffing Committee will evaluate the effectiveness of this policy

Date established by Staffing Committee for the Governing body:	9 February 2010
Date for full implementation:	9 February 2010
Date of review:	February 2012