

Oaks Park High School

Title of Policy:	Leave of Absence Policy
Person responsible:	Joanne Hamill
Date for review:	Annually

It is recognised that there are times when leave of absence may be required during the school day (term time). The following policy sets out clear guidelines on the basis on which such leave of absence will be granted. The policy applies to all categories of staff; both teaching and support.

Staff requesting leave of absence must complete the appropriate form and submit it to Dave Dutch as soon as possible. Except in the case of emergency, a minimum of 5 days notice is required. In an emergency, please seek permission from any of the Senior Leadership Team.

All provision will be per academic year unless otherwise indicated. In the case of part time staff, leave is granted on a pro-rata basis.

Any request for leave will take into account:

- the reason for the request;
- the attendance and absence record of the employee;
- the ability to ensure that suitable cover arrangements are in place.

If a member of staff is not satisfied with the Headteacher's decision, s/he may appeal to the Chair of Governors. The appeal should be in writing, stating the reason for the appeal and submitted within two days of receiving Headteacher's decision. The appeal should be sent via the Clerk to the Governors.