



DURANTS SCHOOL – POLICY DOCUMENT

Staff Absence Criteria

December 2024

*Reviewed & updated: December 2024 (Rachel Carli)
Next review date: December 2025*

DURANTS SCHOOL – Staff Absence Criteria

There needs to be clear guidelines for all staff from Governors on the arrangements for:

- Leave of absence with pay
- Leave of absence maybe with pay
- Leave of absence without pay
- Situations when leave of absence will not be granted with or without pay

Terms and conditions regarding sick pay are as stated in the London Borough of Enfield's document 'Special Leave Provisions' These documents can be obtained from the Personnel Department the Civic Centre, Enfield. These guidelines have been drawn up in consultation with the School's Personnel Service

Except in cases of serious urgency no member of staff can (without previous permission) be absent from duty for any cause other than personal illness. Any member of staff requiring leave of absence for any cause other than personal illness must notify the Headteacher and fill in a leave of absence form, as appropriate, at least 5 working days in advance.

Leave of absence shall be granted with pay , on each occasion (unless specified per year), for periods as stated in the above documents, for the following reasons:	
Death of partner, parent or child	10 days (DCSF advice is 5 days). Extra time will be granted if necessary which will be unpaid
Hospital appointments	No limit (please note non-urgent GP and dental appointments MUST be made outside of working hours) but hospital appointment letters must be produced each time otherwise paid leave will not be granted.
IVF appointments	As required
Ante-natal appointments	As required
Attendance at funeral of close relative	1 or 2 days (according to needs)
Moving house	1 day
To attend interview for other appointment	2 days
Jury service	as required
Attendance at court as a witness	as required
Duties as Justice of the Peace	up to 18 days per year
Paternity Leave	up to 10 days (1 week full pay and 1 statutory paternity pay)
Accredited trade union representative	as required

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Leave of absence may be granted with pay , on each occasion (unless specified per year), for periods as stated in the above documents, for the following reasons:	
Death of a near relative - (grandparent, aunt/uncle, cousin)	up to 5 days
Serious illness or medical appointment of a partner, child or near relative if supported by medical certificate/letter	up to 5 days per year.
Attendance at your child’s special event e.g. sports day, graduation, special assembly	up to 1 day per year
Attendance at your child’s educational meeting including annual reviews, SEN meetings etc.	Up to 1 day per year
Examination if it would improve the qualifications of the member of staff	as required
Approved courses and conferences	as required
Emergency appointments such as a broken tooth	as required
Governors (if not at Durants)	up to 3 days per year
Religious festivals	up to 3 days per year (1 day paid 2 unpaid)
Emergency domestic repairs such as broken down boiler in winter or burst pipe.	as required

Leave of absence may be granted without pay , on each occasion (unless specified per year), for periods as stated in the above documents, for the following reasons	
General illness of a child	As per occasion
Wedding of near relative	1 day per year, 2 days if abroad
Routine medical appointments	1 day per year
Non-urgent domestic repairs such as washing machine repair or unavoidable deliveries	As per occasion – following a discussion with the Head teacher
Funeral of a non-family member	As per occasion
Attendance at relative’s medical appointment	As per occasion – following discussion with the head teacher

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The following reasons for leave of absence will not be granted with or without pay:

- Holiday during term time
- Routine medical appointment after one having been taken
- Circumstances, events, medical or any other appointment that could have been arranged to take place outside of term time.

Representation may be made by individual members of staff, in writing, to the Governor's staffing committee, one term in advance if they are requesting special leave. Arrangements and bookings should not be made until a written response from the Governor's staffing committee has been received.