

	POLICY TITLE:	Leave of Absence, Cover & Supply
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Headteacher Personnel & Teaching for Learning sub-committee
Date Approved by Governing Body:		March 2017
Date of Last Review:		Spring 2017
Next Review Due:		Autumn 2018

The School recognises that at various stages in the working lives of all staff, domestic and family commitments and responsibilities potentially reduce or hinder their ability to fulfil their work responsibilities.

As a general rule the School will follow the guidance outlined in Somerset's 'Guidance for Schools, Volume 1, Section 8 – Leave of Absence Provisions' when determining whether leave can be granted for staff employed by the school. The guidance will also be used in deciding the effect on employee's pay if requests for leave are granted. However, the School also acknowledges that there may be 'exceptional circumstances' that require a different response from that detailed in the guidance. The Chair of Governors and Headteacher will always consult in such circumstances and any decision to deviate from the guidance will be recorded and reported to the Governors' Personnel & Teaching for Learning sub-committee at the first opportunity.

In all cases of absence, staff must follow the school procedures as follows:

Medical appointments – doctors, dentists, opticians, etc – appointments must be made outside of the school day wherever possible.

Hospital consultations and emergency procedures may necessitate leave of absence – see below.

Illness

Staff are requested to let the Cover Co-ordinator have early notification of unavoidable absence if possible, i.e. the night before or between 6.45am and 7.30am on 07792 175332 or between 7.45am and 8.00am on 01984 623483. Early notification will assist in the organisation of cover. When ringing in, it would help if an estimate of the probable duration of absence could be given. For classroom staff, if the absence is predictable, it is assumed that work and class lists will be left with the Cover Co-ordinator, Head of Department or put on the Learning Platform. If not, that work will either be e-mailed, phoned in or the Head of Department will set it. Teaching staff in single person departments are requested to have a bank of work available to cover emergencies.

Illness during the day should be reported to the Business Manager's Office who will ensure 'cover' is organised. Staff must sign out with the Receptionist.

Staff who are sick for more than 7 days, including weekends, must obtain a Doctor's Certificate, which should be sent to the Business Manager immediately, to prevent them losing SSP (Supplementary Sick Pay).

On return to School after any illness, no matter how short, teaching staff are expected to report in to the Head or Deputy Head and non teaching staff to the Business Manager. All staff are required to complete a sickness report form available from the Finance Officer on the day they return.

Leave of Absence

Staff seeking leave of absence for reasons other than illness or training, should give maximum notice.

Teaching staff should:-

- a) Consult the Leave of Absence Regulations agreed by the LA;
- b) Seek the Head's permission for absence in writing; and
- c) Complete a blue absence request form

Teaching staff who are granted leave of absence are expected to leave appropriate work for their teaching groups.

Support staff should consult the Business Manager and then seek the Headteacher's permission for absence in writing.

Absence during the Day

Staff leaving the site during teaching hours must sign out and back in at Reception.

Planned Absence for Training or Meetings

Principles

1. The absence can be justified in terms of staff development and therefore improved performance
2. The absence can be justified in terms of meeting the aims and objectives of the School and the School or Department Development Plans
3. The absence can be adequately covered in the spirit of 'rarely cover'
4. Suitable and appropriate cover work can be left for students by the member of staff

As a rule there should never be more than two people out of school on planned absence at any one time unless there are strong extenuating circumstances and suitable and adequate 'cover' arrangements are able to be made. It may be necessary to 'call back to school' staff out on courses or meetings if we have unexpected levels of illness and adequate cover cannot be provided.

Staff must complete the appropriate form for consideration by the SLT administration meeting that takes place weekly, allowing at least 7 days' notice from the time of the meeting. No bookings or other arrangements are to be made until permission has been agreed with SLT. Line Managers must have been consulted before any request is submitted.

Cover & Supply

The Governing Body is committed to ensuring the highest possible quality of teaching and learning. The provision of PPA time for teaching staff is recognised as a valuable resource in [Spring 2017 – Leave of Absence, Cover & Supply](#)
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enabling courses and lessons to be carefully planned and prepared and students' work to be appropriately assessed.

The Governing Body will therefore:

- Ensure that teaching staff are allocated PPA time in line with the national requirement (10%)
- Ensure, wherever possible, that TLR postholders have an additional time allowance in line with their role and level of responsibility
- Ensure that TLR postholders rarely cover for absent colleagues during their additional time allowance

To achieve this, the following systems and arrangements are in place:-

- 1 full time Cover Supervisor
- Supply teachers are used wherever possible and practicable
- Requests for absence, courses and meetings are scrutinised by SLT at their weekly business meeting to ensure an equitable, reasonable and manageable approach
- Following consultation with staff, a flexible approach in line with present practice will continue. Records of 'cover' will be kept and the benchmark figures of 2007-2008 and 2008-2009 will be used to assess if staff are covering less
- Timetabled events, including educational visits which involve large numbers of staff and students will be planned in advance and agreed as timetable modifications on the School calendar.
- Staff will be allocated 3 full days of PPA time during Challenge Days in the course of the year. Staff will be allowed to work from home for at least one of these days
- Those staff who, because of the timetable that year, have extra non-contact time over and above PPA and TLR time allowance will be called upon to cover during this additional 'free' time. These periods will be identified on the timetable as 'cover period' and will not be part of the 'rarely cover' provision
- Key Support Staff, e.g. Teaching Assistants may be asked to act as Cover Supervisors on rare occasions