



GOSDEN HOUSE SCHOOL ACCESSIBILITY POLICY

Gosden House School recognises and values the contributions that parents, carers, governors and other members of the community can make. We will endeavour to encourage the wider community to understand the aims and vision of the school and to involve them wherever possible.

Provision of information in other formats

We will endeavour, wherever possible, to provide information in alternative formats when required or requested.

Examples of this are by using email, royal mail, enlarged print versions, audio tapes, translations, symbolled text.

Adequate prior notice would be required through the school office.

Accessibility to premises

To continue to ensure that the school building and grounds are accessible to the extended school community, pupils, staff, governors, parents and community members.

GOSDEN HOUSE SCHOOL STAFF PERSONNEL POLICY

Date of original policy	28/4/16
Original school author	C More
Review date and SLT initial	CM 28/4/16
Next review date	October 2019
Date approved and signed in governing body meeting	October 2016
Signed Chair of Governors	Signed Head teacher

Received and read: (Please print name in full)

Signed : Date:

- This policy has been compiled and adopted by Governors to help clarify issues concerned with absence and is offered as a guide for all staff.
- The school strictly follows the guidance on Staff Absence from Surrey County Council.
- The Governors commit to treating all staff equally and will endeavour to respond to requests for leave submitted to them within 15 working school days.
- Governors empower the Head Teacher, Cindy O’Sullivan to make decisions of requests for leave for up to 2 days.

General guidelines adopted to help manage the deployment of staff in school and ensure equal opportunities are set out below:-

Sick Leave

- If you are sick or unable to come to work please telephone the school as soon as possible in the morning and no later than 7:30 am Teachers are also requested to inform the Head of Primary or Secondary so that cover can be arranged.
- You must give a reason for your absence, as the school has an obligation to record this. This information is kept confidential.
- Staff should telephone again if absent for a second and any following days, and if possible give a firm indication when they hope to return to work.
- If a member of staff is absent for eight consecutive days, including weekends a doctor’s certificate confirming absence from work **MUST BE PROVIDED** by the eighth day. Please send the certificate into school to the Business Manager. On returning to work staff must report to the Head Teacher and the Business Manager. This ensures the absence records for the School and the LA are accurate.
- If you are ill at work or are called at work to attend to a sick child you must inform the Head Teacher or a member of the SLT (Senior Leadership Team) before leaving the premises. A record of this will be made in the staff absence book kept in the office and you will be expected to telephone the school as soon as you can to update the Head Teacher or a member of the SLT on the situation.

Leave to attend hospital appointments in respect of your own health falls under this leave category and wherever possible, as much notice as possible is appreciated. **Approval will only be given if it is not possible to arrange treatment/appointments outside normal working hours.** Staff must complete a Leave of Absence Request Form and ensure this is approved by the Head Teacher before taking leave of this nature. NB. There is a statutory right to time off during working hours to receive ante natal care.

Return to work after a period of sick leave

Immediately on return to work staff must report to the admin office and complete a ‘self certification sickness form’ for any period of absence. Please hand this to the Business Manager to ensure your own absence record is accurately maintained and your pay not adversely affected. After 3 such occasions in any 12 month period you will be requested to meet with the Head of Primary or Secondary. After 6 occasions in any 12 month period you will be requested to meet with the Head Teacher.

Compassionate leave

A maximum of 5 days paid compassionate leave may be granted per year. This is at the discretion of the Head Teacher.

Time off for dependents

If a member of staff unexpectedly has a sick child or serious family crisis and is unable to make alternative care arrangements:-

- **the first day** of that illness or crisis that requires the member of staff's presence will be **paid** as compassionate leave.
(However, this is not an automatic right and will be reviewed annually by The Governing Body.)
- The **second and subsequent days** of each individual period of leave will be **unpaid**
- A maximum of **three paid days** per 12 month period for compassionate leave of this nature may be granted and the Head Teacher will monitor the number of absences that are taken for this reason.
- The Governors and Head Teacher recognise the tremendous commitment that staff give to the school. In recognition of this, additional periods of paid leave may be granted by the Governors, dependent on individual circumstances, and at the discretion of the Head Teacher.

Other leave deemed as compassionate

Requests for leave under this heading will include such things as:

- Attending family weddings – to be approved only in exceptional circumstances.
- Funeral of near relative i.e. parent, child or spouse.
- Attending family member or own graduation ceremonies.
- To move home – one day.
- To accompany a child/spouse to a hospital appointment.
- Adoption – paid as agreed.
- Sudden, serious illness of a near relative i.e. parent, child, spouse.
- Death of a near relative i.e. parent, child, spouse.

All requests for such leave **must be made using the formal process** and by completing the relevant form. The reason for requesting such leave must be clearly detailed and not vague e.g. to attend a funeral (you need to state the relationship to you).

Please note however that the approval of any such leave is at the discretion of the Head Teacher.

- If request for leave is approved, normally only one day with pay will be granted. Other additional leave will be unpaid.
- Individual's records of absence may be taken into consideration and the maximum of three such occasions per annum may need to be applied.

Interviews

All members of staff may take a reasonable amount of paid leave to attend selection interviews for jobs. Requests to take leave to attend an interview must be made to the Head Teacher in advance of the event. In considering whether the request can be granted the following will be taken into account :

- The operational needs of the school
- The amount of time off requested
- The number of paid days(or part days) of leave already granted for interviews in the previous 12 months

Other Leave (normally unpaid)

It is expected that arrangements to attend to personal and family matters should be conducted outside of individual's normal working hours. If staff request time off during working hours, the following will be taken into account:

- How important/unavoidable the appointment is?
- How much time is requested – one hour or half a day for instance?
- How many other times this has been requested during the term?
- The individual's record for non-attendance other than sick leave?
- All requests for leave of a day or longer must be made formally using the relevant form.

Any unpaid leave during term time is not an automatic right and must be discussed with the Head Teacher and an official request made through the system. Requests of more than two days will need to be put in writing to The Governing Body.

Leave may be paid if agreed, in advance, by the Head Teacher. In that case the time must be made up outside of normal contractual hours undertaking roles or duties around the school as designated by the Head Teacher, Head of Primary or Secondary.

Periods of leave shorter than one day

Any requests for shorter periods of absence from school e.g. an hour and up to half a day, must be discussed with either the Deputy, Assistant or Head Teacher. Record of this absence will be made in the staff absence book kept in the office but will not be recorded on an individual's record.

Time off in lieu

There is an option for individuals to take paid leave for the above as time off in lieu and agree duties to make up the time with the Head Teacher or Head of Primary or Secondary. If time off in lieu has been agreed in return for services rendered, this leave can only be taken by prior approval from the Head Teacher. Notice of one month is required to ensure staff cover. The leave of absence request form will need to be completed for all such leave. This leave will be recorded but for internal purposes only.

Management and monitoring of absence

This policy runs in conjunction with the County's adopted Attendance Management Policy for the monitoring and management of staff absence which can be found on-line.

In line with this policy the following arrangements are in place and have been put in place following consultation with and agreement from the whole staff.

The Head Teacher will monitor the number of individual staff absences on monthly basis. Any member of staff who has had over and above a number of unauthorised absences, (that is without a doctor's certificate) will receive a letter inviting them to meet with the Head Teacher to discuss any issues that may be affecting their absence. The primary reason for requesting this meeting is to discover if the school can put in place anything to support the member of staff, demonstrating the value placed on each staff member, and the school's duty of care. In line with this, ongoing absence would necessitate a referral to Occupational Health.

Signed: _____ Print Name: _____
(Member of Staff)

Date: _____