

<b>Policy Title:</b>	<b>Discretionary Leave Policy</b>	
<b>Date of Issue:</b>	05/11/2018	
<b>Date of Review:</b>	01/09/2019	
<b>Author &amp; Role</b>	K.Welsh - Headteacher	
<b>Ratified by:</b>	Governors Policy Committee	
<b>Responsible signatory:</b>	W Blundell	M Maher
<b>Date of signature:</b>		
<b>Outcome:</b>	This Policy: details colleagues' responsibilities when applying for Discretionary Leave. " <b>Discretionary Leave</b> " refers to requests for leave that aren't listed in any of the existing policies).	
<b>Cross Reference:</b>	Staff Attendance Policy	

### **EQUALITY AND DIVERSITY STATEMENT**

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

### **POLICY REVIEW**

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Astley Park School

## Discretionary Leave Policy

"**Discretionary Leave**" refers to requests for leave that aren't listed in any of the existing policies.

Before completing a request for Discretionary Leave – please check that your leave request does not fall under an existing category.

All requests for Discretionary Leave will need to be presented to the Governing Body Discretionary Leave committee:

### Discretionary Leave Committee

Mrs Wendy Blundell (Chair of Governing Body)  
 Mr Kieran Welsh (Headteacher)  
 Mr Steve Poxon (Deputy Headteacher)  
 Mr Terry Cook (Vice Chair of Governor)  
 Any other Governor who is available to attend

All Discretionary Leave requests **must** be submitted:

On the agreed pro-forma (see Appendix A) and passed to the headteacher.

A minimum of 20 working days, (with the exception of funerals) prior to the date of leave.

When considering Discretionary Leave requests, the Committee will take into consideration the following:

The impact granting discretionary leave would have on pupil safety and efficient running of the school.

Staff attendance record - this must be a minimum of 95% over the previous 12 months and will include all absences.

If granting the request for discretionary leave would cause the applicants attendance to drop below 95% for the 12months prior to the end of the requested leave.

Previous Discretionary Leave requests, including those granted but not taken.

Evidence of commitment to supporting the wider life of the School.

Following the request for Discretionary Leave, the Chair of the Committee will feedback the outcome in writing, no later than 5 working days after the committee meeting.

If Discretionary Leave request is approved, it will be unpaid.

**APPLICATION FOR DISCRETIONARY LEAVE**

**NAME** \_\_\_\_\_

**Position** \_\_\_\_\_

**No. of days requested:-** \_\_\_\_\_ **Date(s) for which Leave of Absence is requested:-**

\_\_\_\_\_

**Reason for request:-**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is your attendance 95% or above?** YES No

**Please detail how you support the life of the school:-**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No. of days Leave of Absence previously granted in the last 12 months** \_\_\_\_\_

**No. of days Discretionary Leave previously granted in the last 12 months** \_\_\_\_\_

**Signed**.....

**Date**.....

For office use only:-

**Approved by relevant Committee of Governing Body?** Yes / No

**If not approved please state reason** \_\_\_\_\_

\_\_\_\_\_