

# DE LA SALLE COLLEGE



## LEAVE OF ABSENCE POLICY

***“FOR GOD SO LOVED THE WORLD, THAT HE GAVE HIS ONLY SON, THAT WHOEVER BELIEVES IN HIM SHOULD NOT PERISH BUT HAVE ETERNAL LIFE.”***

**JOHN 3:16**

Compiled by: The Head of College	Last Reviewed: March 2024
Policy Holder: J. Turner	Revision date: March 2025
Oversight Governor: Nicholas Le Cornu	Verification date: March 2024

## OVERVIEW

In line with the aims and objectives of the College, the term time curriculum is designed to support students' learning and development; absence from it disrupts the learning process and the relationships that build the pastoral life of the College. However, it is recognised that absences can occur for good reason and requests for such absence will be viewed sympathetically, especially over matters of health or family commitment.

## LEAVE OF ABSENCE PROCEDURE

The DLS absence guidelines as contained in the staff handbook or available from the Bursar's office are used to determine whether periods of absence can be approved by the Head of College.

### **Route 1: Professional/Personal Reason**

1. Cover request to be discussed first with line manager;
2. Cover request to be discussed with:
  - a. Assistant Head (Cover) for Secondary staff;
  - b. Primary Head for Primary teaching and non-teaching staff;
  - c. Assistant Head (H & S) for all non-teaching College staff;
  - d. Bursar for the Assistant Bursar
3. A "yellow absence form" with the appropriate signature submitted to Head of College PA.
4. Trips, visits, INSET etc. have to be signed as approved by Jason Turner and will then be passed to Bursar's office.

In cases of anticipated absence (e.g. INSET) a supply teacher will normally cover the classes. A reply to a yellow form will be forwarded within two working days.

It is the responsibility of the teacher to ensure that where anticipated absence is involved, that any supervision duties are exchanged with a colleague. The teacher who is on INSET must leave with either 2a or 2b the following information for each class:

1. Work to be completed in the lesson
2. Names of staff providing cover for duties

HODs/Subject lead or Primary SMT are responsible for setting work if a member of staff is too ill to do so

## **Route 2: Extraordinary leave of absence (ELOA)**

1. ELOA request to be discussed first with line manager;
2. ELOA request to be discussed with:
  - a. Assistant Head (Cover) for Secondary staff;
  - b. Primary Head for Primary teaching and non-teaching staff;
  - c. Assistant Head (H & S) for all non-teaching College staff;
  - d. Bursar for the Assistant BursarA “yellow absence form” with the appropriate signature submitted to Head of College PA supported by a letter explaining why this ELOA is requested and if possible supported by 1 & 2.
3. The “yellow absence form and letter of support” will then be submitted to the Finance sub-committee for approval/rejection
4. ELOA has to be approved by Jason Turner on behalf of the Governors and will then be passed to Bursar’s office

A reply to a yellow form and letter ELOA will be forwarded within two working days of the Finance sub-committee sitting for their next scheduled meeting.

An application for an ELOA can be made in an emergency via a letter or E-mail addressed to the Head of College (in his absence the 2a-2d will sanction the appropriate action). A reply to an emergency ELOA will be forwarded as soon as is practicable.