



LDBS Academies Trust

**LDBS Academies Trust
&
LDBS Academies Trust 2
Special Leave Policy**

DATE APPROVED BY THE LDBS ACADEMIES TRUST	21 st May 2025		
NEXT REVIEW DATE (Annual)	May 2026		
SIGNED (EXECUTIVE) HEADTEACHER		DATE	
SIGNED CHAIR OF THE LOCAL ACADEMY COMMITTEE		DATE	



LDBS Academies Trust

Vision Statement

Grounded in faith, growing beyond expectations, serving with love

At LDBS Academies Trust, our vision is inspired by the parable of The Mustard Seed (Matthew 13: 31-32). Every school within our Trust, like the mustard seed, holds the potential to grow beyond expectations. Through careful nurture and high aspirations, we create the right environment for this growth. Just as the mustard seed in the parable becomes a thriving tree where birds perch in the branches, so too will our schools be broad and inclusive places of blessing and belonging, in which pupils and adults alike can flourish.

Grounded in faith, inspired by hope and walking in love, we work together to broaden our horizons, to equip one another for action and to empower all for service. As we grow beyond expectations, we bring the transforming presence of the kingdom of God into our communities.

In our school we demonstrate how we support this vision through our values which are *[insert text]* and summed up in the following statement *[insert text]*.

We live out our values and vision through our key policies e.g. The behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

The HR policies are common in all LAT schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.



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Special Leave

The LDBS Academies Trust's and the LDBS Academies Trust 2's first commitment is to the education of our children and the effective operation of our schools is reliant on staff attendance. Therefore, special leave will be given only in very exceptional circumstances. This policy does not affect any employees under flexible working legislation.

Except in cases of emergency, permission for special leave must be obtained beforehand and requests should be made in writing to the (Executive) Headteacher and the Chair of the Local Academy Committee ('LAC'), as far in advance as possible, using the attached form.

Each request will be assessed on an individual, case-by-case basis.

Factors which may be considered when granting Special Leave:

- Circumstances, exceptional or unforeseen, surrounding the individual request;
- Any previous requests;
- The employee's absence record;
- Number of days of special leave requested;
- The individual's employment history; or
- Arrangements for staff cover and the implications for the school.

There may be additional factors which will need to be taken into account relevant to the individual circumstances and the request for special leave.

Paid leave

The rules governing compassionate / special leave for all members of staff are set out in Appendix A and should cover most requests. Copies of these are kept in the school office. (See Appendix A)

Unpaid Leave

In accordance with their conditions of service, **staff are not expected to take special, unpaid leave during term time**. However, the LAC is prepared to consider requests for unpaid leave in exceptional circumstances.

Factors to be considered will include:



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- Whether the request is on compassionate grounds;
- Whether the circumstances leading to the request are outside the control of the applicant; and
- Whether there is no reasonable alternative.

Special unpaid leave will normally be granted only in cases relating to the applicant's family and close friends.

The granting of unpaid leave is entirely at the discretion of the LAC. Whilst all requests will be considered as sympathetically as possible, the overriding consideration must be the effect such an absence would have on the pupils and on the efficient operation of the school.

Religious Observance

Up to two days in a single academic year.

Jury Duty

It is recognised that staff may have no choice when court attendance or jury service is concerned

Implementation

Requests for paid or unpaid leave should be addressed to the Chair of the LAC and submitted to the (Executive) Headteacher and copied to the Deputy Head / Head of School, at least two weeks prior to the date requested, unless there is an emergency, when the (Executive) Headteacher may need to take the decision alone.

In normal circumstances, the (Executive) Headteacher will arrange a formal meeting with the applicant and consult with the Chair of the LAC. Requests and outcome of the Special Leave will be reported to the LAC in the school report to LAC governors. The applicant may wish to choose a friend from the staff to accompany them, in order to ensure transparency and fairness.

The LAC will review the policy annually in the light of any applications made throughout the previous year.



Appendix A

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COMPASSIONATE/SPECIAL LEAVE ENTITLEMENT

Staff should request any special leave on the request form (Appendix B) and should clarify why they are making the request. The table below provides some guidance but there may be other circumstances which can be considered on a case by case basis depending on the reason for the request.

Type of leave	Entitlement
Illness of relatives or close personal friends	Up to 3 days in one year (up to 5 days can be granted at the discretion of the LAC).
Domestic difficulties resulting from illness of a specified relative	No more than 3 days in any one year
Bereavement of close relative or other significant individual	Up to 5 days with pay (further extensions at discretion of the LAC)
Funerals of close relative or other significant individual	One day with pay, but up to 3 if the funeral takes place outside London
Removals	1 day with pay
Interviews	Up to 6 days with pay in any one year
Special celebration of an event involving a close relative, i.e. wedding or graduation, etc.	One day with pay or up to 3 days if it is outside London



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Appendix B

REQUEST FORM

REQUEST FOR COMPASSIONATE/SPECIAL LEAVE

NAME: _____

Special Leave requested from:

to:

Number of Working Days requested (paid):

Number of Working Days requested (unpaid):

REASON: _____

Signature: _____ date: _____

Number of Special Leave days approved: _____

Approval

Signed: _____ Date:
(Executive) Headteacher

Signed: _____
(LAC Chair)

Date