Ballycraigy Primary School

Policy on Requests for absence from school other than sickness (less than 3 days)

Date reviewed	January 2022
Date ratified by governors	7 February 2022
Date reviewed and ratified	22 January 2024

1. INTRODUCTORY STATEMENT

At Ballycraigy Primary we understand that the teaching commitment of a fulltime staff or member of staff is 195 days per year. These include 5 School Development Days and 5 Baker Days, which are organised during the long school vacation. Children are to be taught for a minimum of 185 days per year.

School development opportunities are vital for staff to learn and to develop as individual staffs and to support the needs of the school as a whole and the pupils. They provide an opportunity for reflection and collaboration. Focuses on these days are linked to the targets of School Development Plan and it is imperative that all teaching staff attend.

Annually the holiday list is devised by the principal and verified by the Board of Governors. It is then submitted to the EA for approval. All teaching staff are given this holiday list in as timely a fashion as possible usually more than four months before the start of the next academic year. A sample of the completed holiday planner is in Appendix 1.

It is hoped that staffs and staff arrange holidays and events during their time away from school, however we understand that there are times when leave of absence may need to be requested.

This policy gives information on how a member of staff requests leave and the procedures within school to follow. The purpose of this policy is to ensure uniformity in the treatment of all employees

2. CONTEXT

This policy is informed and guided by current legislation and the DE curriculars listed below:

The Legislative Context:

- CIRCULAR NUMBER: 2014/18- Staff absence of three days or less
- CIRCULAR NUMBER: 2016/04- School Development Days

All decisions regarding leave for staff who will be absent from school for three working days or less became a matter entirely for the consideration of the Board of Governors

In the interests of uniformity, the EA have an agreed a recommended course of action in respect of absences. This is set out in the attached Appendix 2.

The types of absence and the appropriate response is presented. It is expected when it is possible (for example if attending a wedding or child's graduation) that a written request should be submitted in a timely manner to the chairperson of the Board of Governors.

However if there is no forewarning for example in relation to a funeral, the principal in consultation with the chairperson may make a decision and will use Appendix 2 as guidance.

In the case of absences of three days or less which are not provided for in the Appendix, the Board of Governors will exercise their discretion in a sensible manner bearing in mind their responsibilities to the needs of pupils, the impact on staff workload and any budgetary implication.

Group requests are not appropriate, staff members should make any requests on an individual basis. This will then be considered on its individual merits.

If several requests are made for the same day, the Board must ensure appropriate staffing levels are maintained, therefore staff should make any requests as early as possible.

When making a request, staff are asked to outline how they will ensure their absence has least impact on the workload of other staff and the needs of the pupils who they work with.

It is important to note that the Board of Governors may seek advice from People's Services at the EA when making an informed decision.

3. PROCEDURE FOR REQUESTS

1. The staff member should consider Appendix 2 and the types of paid and unpaid requests
2. The staff member should make a written request to the Board of Governors outlining the reason for the absence, length and if this request is for paid or unpaid leave
3. The correspondence is considered by the Board of Governors
4. A response is delivered within one week of the meeting

It is advised that no bookings should be made without prior approval from the Board of Governors.

School Holiday Calendar - 2021-2022

Please refer to the Guidance Tab if you experience difficulty completing the School Holiday Calendar

Please return completed school calendar by Friday 5 March 2021 to SchoolHoliday.Returns@eani.org.uk by clicking the Reply by Email button below

Full Name of School: Ballycraigy Primary School **DE Ref Number:** 3013331

Please use the drop down menu below each date to select relevant type of day

2021-2022	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
August							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
							NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	B	B	NO	NO	B	B	B	T	T	NO	NO	NO	T
September			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
			T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	S	T	T	NO	NO	T	T	T	T					
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	O	O	O	NO	NO	NO	NO		
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
	S	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T							
December			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
			T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		
January						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
						NO	NO	NO	S	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	
February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
			T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	O	O	O	NO	NO	NO	NO	T	T	T	T	T	NO	NO	T							
March			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
			T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T					
April						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
						T	NO	NO	T	T	T	T	T	NO	NO	S	O	O	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	T	T	T	T	T	NO	NO		
May							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
							NO	NO	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
			S	NO	NO	NO	NO	O	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T	T	NO	NO	T	T	T	T					
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		

Non-Operational Day	Optional Day
Baker Day	Pupil Day
School Development Day	Teacher Day

The Board of Governors can confirm that the school has satisfactorily complied with all aspects of DE Circular 2019/13, 2016/04 and 2013/09 when completing this School Holiday Calendar for 2021-2022.

Principal: Kerrie Wilson **Date:** 26/08/2021

Chair: _____ **Date:** _____

APPENDIX 1 - EXAMPLE OF THE ANNUAL EA HOLIDAY LIST

APPENDIX 2- REASONS FOR ABSENCE AND EA RECOMMENDATIONS

Reason for absence	Recommended Action
Death of a near relative, relative being a member of the staff's household.	Up to 3 days leave with pay.
Death of other relative	1 day's leave with pay, but where extensive travel is involved, 2 days may be granted
Attendance at funeral other than a relative.	Leave with pay only where a necessary social duty. The period of absence should be the minimum part of the day necessary to fulfil the duty.
Marriage of a staff member	3 days special leave with pay if marriage takes place (a) outside a period of closing of school; or (b) within a period of closing other than the 'long' vacation.
Attendance at a wedding	1 day's leave with pay if the bride or groom is a near relative or other relative or if the staff is a bridesmaid or best man, but, where extensive travel is involved, up to 2 days may be granted.
Serious illness of a member of the staff's household.	Up to 3 days leave with pay
Attendance at examinations	Leave with pay for each day on which an examination is attended provided the examination is designed to lead to additional qualifications
Attendance at interviews in connection with other teaching appointments within the NI education service	Up to 1 day's leave with pay.
Attendance as representative at union meetings.	Leave with pay provided frequency of absence is not excessive

Attendance at conferences, meetings etc.	Leave with pay
Absence due to disruption of daily travel facilities e.g. flood, snow, transport strike	Leave with pay but regard must be given to individual circumstances
Attendance at Ordination or Profession of near relative.	1 day's leave with pay, but where extensive travel is involved, 2 days may be granted
Attendance at Court, Industrial or other statutory Tribunal as a witness, plaintiff or defendant.	1 day's leave with pay
Attendance at Graduation Ceremony involving staff or near relative.	1 day's leave with pay, but where extensive travel is involved up to 2 days may be granted.
Participating in, or officiating at sporting events of international, national or provincial standing as an amateur	1 day's leave with pay
Serious burglary or serious 1 day's leave to house.	1 day's leave with pay
Visit to, or accompanying spouse to special visit to a medical consultant or one parent accompanying own child on a special visit to a medical consultant.	Up to 1 day's leave with pay.
Accompanying own child to receive Duke of Edinburgh Gold Award.	Up to 2 days leave with pay
Attending own child's graduation ceremony outside Northern Ireland.	Up to 2 days leave with pay
House removal.	1 day's leave with pay
Birthday, New Year or Special Honours Award to a near relative.	1 day's leave with pay, but where extensive travel is involved up to 2 days may be granted

Preparation for examination.	Leave without pay.
Attendance at music festival, feis, etc as a competitor	Leave without pay unless a festival is. of national or international standing.
Acting as presiding officer, polling clerk etc, at an election	Leave without pay if school is in operation.
Attendance at religious observances of the staff's religious denomination.	Leave without pay provided the when this is required by the regulations staff gives notice to his employing authority at the beginning of the school year of the days required

The term 'near relative' means father, mother, husband, wife, brother, sister, son or daughter, grandparents, father-in-law and mother-in-law.

The term 'other relative' means sister-in-law, brother-in-law, nephew, niece, aunt, uncle or guardian