

# ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



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## Study Leave and Financial Support Policy

**Ownership:** Finance and Personnel

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Pupils are given many opportunities to serve each other, the school and the wider community, developing their own skills and talents in the process

### **Section 48 Diocesan Inspection October 2018**

Pupils enjoy school. They respond well to the high expectations of staff. Pupils strive to do their best and achieve well. Pupils are extremely kind and caring. They frequently give up their free time to help each other. Lessons are free from disruption and lunchtimes are a buzz of happy and harmonious play.

**Ofsted May 2024**

*At St Margaret Clitherow School we are committed to Safeguarding Children*

*Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him*

## **1. Introduction**

St. Margaret Clitherow RC Primary School is committed to enabling individuals to meet their full potential in the workplace. Leaders are encouraged to consider the development potential of individuals and the longer term needs of the school when considering requests for study support. Where relevant and appropriate, individuals will be supported to further their education and career development through part-time study as outlined below.

There is no right for individuals to receive support, but all cases will be judged on their own merit and will be dealt with as fairly and equitably as possible.

Leaders are encouraged to discuss development needs and potential as part of the staff appraisal process.

## **2. Eligibility**

All employees of the school can request time off for any form of training which they believe will improve their effectiveness in the organisation or the performance of the organisation. This may take the form of either accredited programmes leading to a qualification or unaccredited training to help them develop specific skills relevant to their job.

### **2.1 Time off for training**

Employees with at least 26 weeks' continuous service have a statutory right to request time off where they think the study or training will help them do their job better and help their employer's business.

There is a statutory procedure which employers must follow when considering such requests (see Section 3 below)

Where a request is agreed, there is no right to be paid for the time off, nor is there any requirement for the costs of the training to be met by the employer.

### **2.2 Financial support during training**

Although there is no statutory obligation, the school may, at its discretion, agree to provide either full or partial financial support in some circumstances where time off for training has been agreed.

It is anticipated that full support (as outlined in 2.2.1 below) will be provided by the school in the following scenarios:

- where attainment of a professional or other qualification is a requirement of the role; or
- where individuals wish to study part-time for a professional or other qualification directly related to their role, where this is deemed appropriate and beneficial by the manager, and where there is sufficient funding available.

Where individuals wish to study part-time for a professional or other qualification that is less directly related to their role and/or seen as only partially beneficial/relevant, they may exceptionally be given some partial support, agreed on a case by case basis by the school.

Requests will be considered by the Head Teacher and Chair of Governors on a case by case basis.

### **2.2.1 Full support**

Staff provided with full support for part time study will normally be given paid time off to attend college (where this clashes with their normal working hours).

Where college requires part-day attendance, staff will be required to work as normal for the rest of that day.

Staff will also usually be given paid time off (where necessary) for formal examinations, and for each half-day examination will normally be provided with an additional half-day revision time to be taken within two weeks before the exam (at a time agreed with the line manager).

Staff will be expected to complete assignments/essays and other continuous assessment activity outside of their working time, although it is recognised that meetings with other staff for the specific purpose of collecting information for assignments etc., may occasionally need to take place within working hours. However, managers may require individuals to 'make up' lost working time where this has become more than an occasional requirement.

Staff fully supported will normally have all course fees paid in full by their school although the provider must provide a fully certified and recognised course.

### **2.2.2 Partial support**

Partial support might take a variety of forms, depending on the circumstances and degree of relevance of the programme. This might include full or partial payment of fees (by the school); full or partial time off to attend development days; or flexibility of working pattern to facilitate attendance at development days.

## **3. Procedure for making and considering applications**

This procedure is based on the statutory procedure for requesting time off for training and it is therefore important that the following timescales are followed when considering requests for time off. However, it should be noted that provision of financial support falls outside of the statutory framework and that decisions on full or partial financial support may take longer to conclude due the school's budgetary decision-making timescales.

Members of staff who wish to make a request for support under this policy, whether for time off for study, or for full or partial financial support, should complete Part A Study Leave and Financial Support Form and forward it to the headteacher.

The following broad areas should be considered by the headteacher and any other relevant parties during the decision-making process:

- the relevance of the course of study to the individual's role
- the potential benefits of the training or study to the organisation
- budgetary constraints
- the cost of the study/training leave to the organisation
- the ability of the organisation to continue to meet its core commitments to students and other stake-holders
- the impact on performance and quality
- the impact on other staff in the team/organisation
- the timing of the request in relation to any planned structural changes

All requests should be considered in accordance with the school's Equalities Policy. Within 28 days of receipt of an application, the line manager will hold a meeting with the individual to discuss their request. The individual has the right to be accompanied to the meeting by a trade union representative or colleague.

Immediately following the meeting the Headteacher should refer the proposed outcome to the Finance and Personnel Committee as appropriate before a final decision is reached regarding the request.

The statutory procedure requires the final decision regarding the request for time off to be communicated to the individual within 14 days of the meeting although decisions regarding financial support fall outside of the statutory framework and may take longer to conclude. The Headteacher should complete Part B of the application form and return it to the Finance and Personnel Committee as soon as possible to enable the Finance and Personnel Committee to write to the individual to confirm the outcome formally within the timescale.

The letter to the individual from the Finance and Personnel Committee will either:

- confirm that the request has been agreed and detail the level of support, appropriate arrangements and effective date; or
- confirm details of any amended arrangements that have been agreed; or
- confirm that the request cannot be accommodated, giving a short explanation of the reasons and setting out the appeal procedure.

Confirmation of whether the school is able to provide full or partial financial support may follow at a later date.

#### **4. Appeal Procedure**

Individuals with at least 26 weeks' continuous service have a statutory right to appeal a decision under the Study Leave policy.

If a member of staff wishes to appeal a decision, they must write to the Finance and Personnel Committee within 14 days of receiving written notification of the decision. The individual's letter of appeal must be dated and must state the grounds for appeal.

- The Finance and Personnel Committee will arrange for the appeal to be heard by an appropriate Governing Body member who has had no prior involvement in the case. The appeal hearing will be a review of the decision.
- The individual will have the right to attend the hearing and to be accompanied by a friend, trades union representative or other representative. A representative from the Finance and Personnel Committee who made the initial decision regarding the request may also attend if appropriate.
- The decision may be given at the appeal hearing and will in any event be confirmed in writing with 14 days of the hearing.

The decision following the appeal shall be final

#### **5. Study not relevant to work**

Where an individual wishes to follow a course of study that has little or no relevance to work, and if they have at least 26 weeks' continuous service, they can submit an application for [flexible working](#) (which may or may not be agreed).

#### **6. Recovery of Fees Paid**

In situations where the member of staff leaves within 2 years of completion of their course, and where financial support has been provided, the normal expectation is that fees paid by the school will be recovered in full from staff leaving. Where an individual withdraws from the course without completion the school reserves the right to recover fees.

## **STUDY LEAVE AND FINANCIAL SUPPORT APPLICATION FORM**

**Part A: Study Leave and/or Financial Support Request** (to be completed by the employee)

Name:	Click or tap here to enter text.
Job Title:	Click or tap here to enter text.
Line Manager:	Click or tap here to enter text.

### **Details of proposed study:**

Name of course:

Click or tap here to enter text.

Location of study (eg. name of local college, distance learning etc)

Click or tap here to enter text.

Will completion of this course/study lead to a qualification?  Yes

No

*If yes, please provide qualification details, including accreditation to any relevant professional body*

Click or tap here to enter text.

Please provide details of the proposed course/study provider

Click or tap here to enter text.

Please provide details of duration of proposed study, including the start and expected end dates of the course

Click or tap here to enter text.

Does this study require day release or part-day attendance at college?

Day release  Part-day  Neither

*If applicable, please provide further details (including frequency of college attendance, how this will impact on your normal working pattern etc)*

Click or tap here to enter text.

Will you be required to complete formal examinations to complete the course?

Yes

No

Please provide details of the total cost of the proposed course

£Enter amount.

If the course is longer than one year, will future costs be incurred?  Yes

No

*If yes, please provide details of future costs*

Click or tap here to enter text.

**Benefits of the proposed study:**

How is this proposed part-time course/study relevant to your current role?

Click or tap here to enter text.

Please provide details of how you believe the proposed course/study will improve your effectiveness in your school and the performance of your school

Click or tap here to enter text.

**Impact of the proposal** *(please consider and answer the following questions in full):*

What would the potential impact be of undertaking this course on your work/the work of your school, and how might these be addressed?

Click or tap here to enter text.

What would the potential impact be on other members of your team and how might these be addressed?

Click or tap here to enter text.

What would the potential impact be on our pupils and how might this be addressed?

Click or tap here to enter text.

**Financial Support:**

If financial support is being sought please provide details below, including the cost of any course fees:

Click or tap here to enter text.

**Other relevant information:**

Click or tap here to enter text.

**Employee declaration:****If financial support for the above course/study is agreed**

- I agree that if I leave the school within two years of completion of the above course, the school will recover the full cost of the course fees
- I agree that if I withdraw from the course prior to completion, the school reserves the right to recover the full course fees
- I have read and understand the Study Leave and Financial Support policy

Employee name:

Click or tap here to enter text.

Employee signature:

Date:

Enter date.

Checking this box will be accepted instead of a signature if you are submitting this form via email

**PLEASE FORWARD THIS FORM, ALONG WITH ANY RELEVANT COURSE/STUDY INFORMATION, TO YOUR SCHOOL HEAD**

**Part B: Management Decision** (to be completed by the line manager)

<b>Study Leave and/or Financial Support Request</b>	
Name:	Click or tap here to enter text.
Job Title:	Click or tap here to enter text.
School/Division:	Click or tap here to enter text.

Date of meeting with employee: Enter date.

**DECISION:**

Request APPROVED  
*Please provide details of arrangement including agreed level of financial support*  
 Click or tap here to enter text.

Request APPROVED with AMENDMENTS, as follows  
*Please provide details of all amendments, including agreed level of financial support*  
 Click or tap here to enter text.

Request DECLINED for the following reasons  
 Click or tap here to enter text.

**If payment of course fees has been agreed**

Please insert the amount to be paid by the school:  
 £Enter amount.

Line Manager name:	Click or tap here to enter text.		
Line Manager signature:		Date:	Enter date.

Checking this box will be accepted instead of a signature if you are submitting this form via email

**If repayment of fees/part-fees has been agreed**

Please insert the amount to be repaid by the employee and timescales expected:  
 £Enter amount.  
 Timescale:

Employee name:	Click or tap here to enter text.		
Employee signature:		Date:	Enter date.