

The Southfield Trust

Staff Attendance Management Policy

The Southfield Trust has fully adopted the ESCC Attendance Management Procedure.

There was an amendment to the Staff Absence policy approved by Governors on 26.04.13. This is to adopt a consistent approach to compassionate and dependency leave. The amendment is:

“After the initial 3 days a further 2 days can be requested from the Executive Head Teacher. The Executive Head Teacher will consider an additional period of 5 days thereafter, allowing a maximum total of 10 days paid leave. If further days are required they will be unpaid.”

This is more generous than County provision. This will be standardised across the Trust.