



The Bournemouth School of English

Absence & Substitution Policy

ensuring absence is notified and managed professionally

Written by: Mark Venus, School Principal

Approved by: Emma Tuersley, Director of Studies

Applies to: All members of staff

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To be reviewed: Annually

Absence & Substitution Policy

The Bournemouth School of English recognises the disruption and potential upset caused to students by staff absence; we aim to reduce the impact and minimise the disruption as much as possible.

Expected Absence

The amount of holiday allocated to each member of staff is indicated in their personal Contract of Employment. Staff are required to book holiday in advance, giving the school a minimum of two weeks' notice, to allow for adequate arrangements to be made for substitution.

Once a member of staff has booked and agreed holiday, the school may not be able to grant any further requests for the same time period. To avoid uncertainty, we encourage staff to book as far in advance as possible.

Where absence has been agreed, the school will organise a substitute as required. It is each staff member's responsibility to check that their work and plans are up-to-date and handed over without any disruption to the school or our students.

Unexpected Absence

In the event of illness or other unforeseen circumstances preventing a staff member from being present, the school requires notification no later than 08:30 on the day of absence.

We expect staff members to telephone the school in person but, in extreme circumstances, it is the staff member's responsibility to arrange for someone else to make contact on their behalf.

Substitution Procedure

For periods of absence, the following options will be considered to guarantee a satisfactory substitution:

1. Absence will be covered by a substitute who has been interviewed and employed in advance.
2. Absence will be covered by a current member of staff who is not otherwise timetabled at the time.
3. Absence will be covered by a member of the school's academic management team.

If staff absence cannot be covered, and a class or activity needs to be cancelled, all students will be offered a mutually convenient alternative.