



Appointments during working hours policy

Approved by:
The Directors of Strive Alternative Provision

Signed on behalf of the Directors by:
Stacey Hickey, Provision Manager

Date Approved: March 2026
Review Date: March 2027

1. Purpose

This policy sets out Strive Alternative Provision's expectations regarding staff attendance at personal and family appointments during working hours.

The aim is to ensure a fair and consistent approach, while maintaining safe staffing levels and high-quality provision for students.

2. Scope

This policy applies to all employees of Strive Alternative Provision.

3. Legal & Statutory Framework

There is no statutory right for employees to attend routine appointments (e.g. GP, dentist, school meetings) during working hours.

Relevant legislation includes:

- Employment Rights Act 1996 (Time Off for Dependents) – applies to emergency situations only
- Equality Act 2010 – requires employers to act reasonably and avoid discrimination

Strive recognises its responsibility to act fairly and reasonably, while balancing operational needs.

4. General Principles

- Staff are expected to arrange appointments outside of working hours wherever possible
- Requests for appointments during working hours must be submitted in advance and approved by management
- Approval is not automatic and will depend on operational requirements, including staffing levels and student needs
- Staff are expected to minimise disruption to the provision

5. Types of Leave

5.1 Routine Appointments

(e.g. GP, dentist, school meetings)

- Must be requested in advance

- May be approved at management discretion
- May be paid or unpaid, depending on circumstances
- Staff may be asked to rearrange or adjust timing where operationally necessary

5.2 Emergency Time Off for Dependants

In line with statutory rights, staff are entitled to reasonable unpaid time off to deal with unexpected emergencies involving a dependant (e.g. child illness, school closure).

- This applies to unforeseen situations only
- Staff must inform management as soon as possible
- This is typically short-term leave

5.3 Parental Leave

Eligible employees may take unpaid parental leave in line with statutory guidance.

- Must be requested with appropriate notice
- May be postponed where operationally necessary

6. Flexibility and Expectations

Strive is committed to supporting staff with family responsibilities and recognises the importance of appointments relating to children.

However, staff are expected to:

- Work collaboratively with management when operational challenges arise
- Be open to reasonable adjustments (e.g. slight changes to appointment times)
- Communicate clearly and proactively

A balanced, team-focused approach is expected at all times.

7. Pay

- Payment for time off to attend appointments is at the discretion of Strive
- There is no automatic entitlement to paid time off for routine appointments
- Any paid time off granted reflects Strive's commitment to supporting staff wellbeing and family needs

8. Record Keeping

All appointments during working hours must be:

- Approved in advance
- Recorded appropriately (on BrightHR)

9. Monitoring and Review

This policy will be reviewed annually or in line with legislative updates.

Policy Update Summary (2026)

- New policy introduced to clarify expectations around appointments during working hours
- Clarifies distinction between routine appointments and statutory leave
- Strengthens guidance on operational flexibility and team expectations