



Pennine Academies Yorkshire

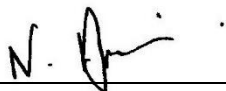
Study Support Policy

Date Policy Written:	July 2020
Date Policy Ratified:	14 July 2020
Date Policy to be Reviewed:	July 2022

Statement of intent

Pennine Academies Yorkshire is committed to helping colleagues to develop and we know that personal study can play a key role. If you want to do a study programme that'll give you either an educational or vocational qualification, please talk to your manager about it. We'll support this if it fits with the development plan you've agreed as part of your goal setting process.

Signed by:



Chair of Trustees

Date: 14/07/2020

1. Types of Study

We'll support study, including time off and financial support (see sections below) for courses or programmes that:

- Lead to a recognised and certified qualification, membership of a professional body or achievement of a recognised standard of achievement;
- Are at a standard where there's reasonable expectation that you'll achieve success; and
- Are relevant to your current or future position within Pennine Academies Yorkshire and in line with your agreed development plan.

There's a Study Leave and Financial Support Application Form in Appendix 1 that needs completing and discussing with the Headteacher/CEH. Managers should use the same Application Form to confirm their decision.

2. Financial Support

To apply for financial support, you'll need to complete Study Leave and Financial Support Application Form in Appendix 1 and give this to your Headteacher/CEH. Headteachers must speak to their Business Partner about the process they need to follow to get this approved.

If your application is approved, your Headteacher/CEH will sign the application form and give you a copy so you have a record of what's been agreed. If they're unable to approve your request, your manager will explain why and complete the application form as appropriate.

If it's approved, school/PAY will provide financial support in the following ways:

- pay the fees for the course/programme of study in full;
- pay the fees for any examination or certification award in full;
- contribute towards buying essential textbooks (subject to a maximum of £50 per year);
- pay any registration fees for the educational institution and any student subscription fees*;
- give paid study leave - up to 2 days per exam; and
- give paid leave to take the exam and approved revision courses

*Once you've completed your qualification, payment of professional membership and subscription fees can be reclaimed under the Expenses Policy.

We'll also pay normal business travel expenses for up to 20 miles for travel beyond your usual travel to work or for a residential programme.

If you need to re-sit any exams, we may provide support towards your first re-sit. This will depend on the commitment you've shown to your studies, how likely you are to be successful in the re-sit and your overall performance in the course so far.

Reimbursement of costs

If you leave PAY for any reason other than because of redundancy or ill-health before you've completed the course or programme, or you drop out of the course before you've finished it (unless there are exceptional circumstances), you must repay the full costs we've incurred so far.

If you resign, or are dismissed for reasons of conduct or performance, within two years of completing your study, you must repay the costs for your last two years of study as follows:

- Within 12 months - 50% of total costs
- Within 18 months - 25% of total costs
- Within 24 months - 10% of total costs

For clarity, when you sign the application form, you're giving the school/PAY the authority to make the appropriate deduction from your final wage and/or outstanding holiday pay.

Time for study

Ideally you should choose a method of study that impacts on your work as little as possible, such as courses that take place outside your working hours or online modules that you can complete in your own time. But we do know that sometimes this won't be possible or practical.

If you need to take time off work to study, talk to your Headteacher/CEH about your needs and they'll do their best to accommodate them. They'll look at things such as your development needs, the likely impact on the business and how this can be managed, the amount of time you'll need to study and the availability of other options.

If you need to change your working pattern so you can study, talk to your manager and we'll do our best to accommodate the change. See the [Flexible Working Policy](#) for details of how to request a change to your working pattern.

If you're doing a course with online content, your manager will look at the Internet resources you have available outside of work. They may give you a reasonable amount of time to do some study within work time – for example, if you're recommended to do four hours online study each week, your manager may let you do two hours of study on our network and within working time.

If you need further support

If you have any questions about support for studying towards educational and vocational qualifications, please speak to your Headteacher/CEH. If Headteacher/CEH receive a request for support, they should speak to their Business Partner about the process for approval.



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.
School/Division:	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?

No Yes

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/Trust and the performance of your School/Trust

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 or Trust, 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 your "customers" (eg pupils,school/trust staff) 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 PAY within two years of completing my study, I must repay the costs for my last two years of study as per the Study Leave Policy.
- I agree that if I withdraw from the course prior to completion, school/PAY reserves the right to recover the full course fees
- I have read and understand the Study Leave Policy

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

Part B: Management Decision (to be completed by the line manager following meeting with employee)

Study Leave and/or Financial Support Request

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.

Please refer to the [Study Leave Policy](#) and consult your Business Partner/CFO.

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 school/PAY:

£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

PLEASE FORWARD THIS FORM, ALONG WITH ANY RELEVANT COURSE/STUDY INFORMATION, TO YOUR BUSINESS PARTNER