




LIGHTHOUSE SCHOOLS PARTNERSHIP

REQUESTING TIME TO TRAIN POLICY

Non Statutory

Policy approved by Trust Executive Team	
Signed: 	Date: 1 June 2026
Name: Gary Lewis	Role: Chief Executive

DOCUMENT HISTORY

Version	Author/Owner	Drafted	Comments
1.0	Tara Phillips	16.6.17	Based on Browne Jacobson Model Policy personalised to LSP
1.1	Nichola Harris-Evans	07.9.17	Changes post Trustee feedback
1.2	Konstantinos Perdikis	18.5.20	Review and update
1.3	Laura Payne	April 2026	Revision of Policy

Document Review Cycle	
Review cycle	Every 3 years
Next review date	Autumn term 2029

This policy applies to all schools and employees within Lighthouse Schools Partnership.

This policy remains valid, and in operation, until a new or updated policy is published.

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1. INTRODUCTION

1.1 All qualifying employees have the right to ask for time off to carry out training that will improve their performance at work. The School/Trust does not have to pay for training or study; however, it may pay all or part of the fees if it supports the aims and objectives of the School/Trust. This will be assessed on a case-by-case basis. Should the School/Trust pay for training or study, an agreement will be signed by the Trust and the employee prior to the commencement of the training taking place, which outlines the repayment of costs should an employee leave the Trust's employment.

2. SCOPE AND PURPOSE

2.1 The Trust is committed to support employees who have worked for the Trust for at least 26 weeks to undertake training that leads to a qualification or will help them develop skills relevant to their work, workplace or business (providing eligibility can be met).

2.2 If a School/Central Team Line Manager is interested in the employee undertaking training through an Apprenticeship programme, which could be funded from the Apprenticeship Levy, the Director of HR must be contacted, in the first instance to authorise funding. The LSP Central HR Team will support the School/Line Manager with the contract with the Training provider and negotiating the price (please see Apprenticeship Policy for further details).

3. ELIGIBILITY CRITERIA

3.1 To be able to formally request paid time off for training, you need to meet the following criteria:

- Worked for the School/Trust for at least 26 weeks on the date you make the request.
- Requested training must be relevant and applicable to your role.

4. REQUESTING TIME OFF

4.1 Those who are unable to request time off to train include:

- agency workers, casual workers (e.g. supply teachers, invigilators);
- a 16-18-year-old who is already expected to take part in education or training;
- employees who have already submitted a written request for time off to train in the 12 months prior.

4.2 The written request should include information requested in paragraph 5.1

4.3 The School/Trust will have 28 days from receiving the request for time off to train to accept the request and inform the employee of the decision in writing or meet with the employee to discuss the request.

4.4 If the School/Trust decides to hold a meeting to review the request, a decision must be made within 14 days of the meeting, unless the employee agrees in writing to extend this period. The employee is entitled to bring a work colleague or trade union representative to the meeting with them.

5. APPLICATIONS

5.1 Applications must contain all of the following information:

- a statement that the application is an 'application under section 63D Employment Rights Act 1996'
- the amount of time off requested confirming whether the request is for paid time off or unpaid time off
- the subject matter of the proposed training or study
- where and when the proposed training or study would take place
- who would provide or supervise it
- what qualification it would lead to (if any)
- how you think the proposed training or study would improve your effectiveness in your role and the performance of the School/Trust
- the date of the application
- the date and method e.g. email or letter that your last application (if any) was submitted

See Appendix 1 for the application form.

6. REFUSING TIME OFF

6.1 The School/Trust can refuse a request for time off to train if for example:

- the training would not benefit the School/Trust
- the School/Trust would not be able to meet the needs of its students
- the disproportionate or unaffordable additional cost to the School/Trust
- the School/Trust is unable to re-organise the work among other employees.
- the proposed study or training would not improve the employee's effectiveness at work
- the proposed study or training would not improve the performance of the School/Trust
- it would not be possible to recruit additional staff
- agreeing to the request would have a detrimental impact on quality or performance
- there would be an insufficient amount of work during the periods proposed to work
- there are planned structural changes during the proposed study or training period
- if the training has not been requested by the school or the role, but a self-led development opportunity, we are under no obligation to pay for their time on a working or non-working day.

7. APPLICATION PROCESS

7.1 Within 28 days of receiving your request, the Headteacher/Line Manager or their nominated Manager will either:

- Accept your request, in full or in part, on the basis of the information set out in your written application and inform you in writing.
- Inform you that the request is valid but that they need further information to make a reasonable decision. If you refuse to provide this additional information, your application will be treated as withdrawn.
- Meet with you to discuss your request, then within 14 days of that meeting, inform you of the decision in writing.
- Inform you that they do not consider the request to be valid because it does not contain all the required information (in which case you may make a new request with the errors corrected, with the timescale starting again).

7.2 These timescales may be delayed by mutual consent to allow for periods of leave, normal business processes etc.

8. DECISION

8.1 It may be possible to agree your proposals in full, or there may be reasons that the School/Trust thinks the training would be better delivered in a different way. In such cases, the meeting is an opportunity to discuss the options before a final decision. You may be accompanied at the meeting by a colleague or trade union representative. If all

persons concerned are not available at the proposed time of the meeting, it may be delayed at your request for up to a further 7 days from the originally proposed time.

9. APPEAL

- 9.1 You may challenge the School/Trust's decision on any grounds, so long as you do it in writing within 14 days of receiving the written notice, to the person to whom you submitted the original request. The School/Trust may accept your appeal, or if it does not it must arrange an appeal meeting to be held within 14 days of the receipt of the appeal notice. This appeal will be heard by a different manager unconnected with the original decision, from the one who originally assessed your request for time to train. The School/Trust then has 14 days in which to make a decision and provide it in writing to the employee.

APPENDIX 1 - REQUEST TIME TO TRAIN FORM



Request for time away from normal duties to undertake training

An application under section 63D Employment Rights Act 1996

School: Job title:
.....

Name: Date of request:
.....

Copies of this request should be sent by email to:

Headteacher/Line manager:

LSP Central HR Team:

Please complete all sections:

1. Subject matter of the proposed training or study?

2. Where and when would the proposed training or study take place?

3. How much time off is requested (please specify whether paid or unpaid)?

4. Who would provide or supervise the training or study?

5. What qualification would it lead to (if any)?

6. How would the proposed training or study improve your effectiveness in your role, and the performance of the Trust?

7. Date of last request to train application (if any)?

I sign to approve days away from work paid / unpaid in order to attend this training
-(please circle)

Signed:(Headteacher/Line Manager

Date:

School to retain one copy for their files and scan and send to LSP HR Central Team

For LSP HR Central Team / School office use				
Date received	Deadline for response (28 days)	Date of meeting (if any)	Deadline for final decision after meeting (14 days)	Final response Full/Part/Refused