



Redundancy Policy

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Mrs Gemma Mitchell
Ratified @ FGB & Date:	Full Governing Board 14.10.2024

Mission Statement

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

Statement of Aims & Objectives

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



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Safeguarding

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark Pauline.clark@oakhyrstgrangeschool.co.uk

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1. About this policy

- 1.1 It is the intention of the Board of Governors to ensure that the school is managed in a manner which results in secure employment for our employees. The School will always try to avoid the need for compulsory redundancies, but sometimes these may be necessary. The number of pupils may reduce or methods of working may change and requirements for employees may reduce.
- 1.2 The Board of Governors is responsible for deciding the numbers of staff required, taking into account the most efficient use of the School's employees and careful consideration is given to the appropriateness of reallocating, or promoting staff internally, before recruiting additional staff into the School.
- 1.3 This effective resource planning is aimed at minimising any disruption to the School's performance and to avoid or reduce potential job losses, leading to improved job security for existing employees. However, it is recognised that there may be changes in competitive or financial conditions, organisational requirements and/or technological developments that impact on staffing requirements and the Board of Governors may have to consider redundancy options, for example in order to maintain the School's financial stability. In these circumstances, the Board of Governors will seek to minimise the effect of redundancies by taking all reasonable steps to find alternative employment for those employees concerned. The School will follow statutory redundancy law under the Employment Rights Act 1996, and associated case law, and the ACAS guidance on handling redundancies (2024).
- 1.4 The purpose of this policy is to ensure that, whenever reduction in employee numbers may become necessary:
 - (a) we communicate clearly with all affected employees and ensure that they are treated fairly;
 - (b) we try to find ways of avoiding compulsory redundancies;
 - (c) we consult with employees and employee representatives (where required); and
 - (d) any selection for compulsory redundancy is undertaken fairly, reasonably and without discrimination.
- 1.5 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

2. Who does this policy apply to?

- 2.1 This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.



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3. What constitutes a Redundancy?

3.1 Redundancy (which can be voluntary or compulsory) is generally where an employer needs to reduce their workforce, and they can, but may not exclusively, be for one or more of the following reasons:

- The employer has ceased, or intends to cease, to carry on the business for the purposes of which the employee was employed; or
- The employer has ceased, or intends to cease, to carry on the business in the place where the employee was employed; or
- The requirements of the business for employees to carry out work of a particular kind has ceased or diminished or are expected to cease or diminish; or
- The requirements of the business for the employees to carry out work of a particular kind, in the place where there were so employed, has ceased or diminished or are expected to cease or diminish.

4. Avoiding Compulsory Redundancies

4.1 Where we are proposing to make redundancies, we will enter into consultation with all affected employees on an individual basis and, where appropriate, also with employee representatives.

4.2 In the first instance we will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies. Examples of such steps include:

- (a) Reviewing the use of agency staff, self-employed contractors and consultants.
- (b) Restricting recruitment in affected categories of employee and in those areas into which affected employees might be redeployed.
- (c) Reducing overtime in affected departments to that needed to meet contractual commitments or provide essential services.
- (d) Considering the introduction of job-sharing or other flexible working arrangements, where these are practicable.
- (e) Identifying suitable alternative work that might be offered to potentially redundant employees.
- (f) Inviting applications for voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of our discretion and we reserve the right not to offer voluntary redundancy terms or to refuse an application where it is not in the interests of the School to do so.



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- 4.3 Any measures adopted must not adversely affect the School and our ability to provide the best education for our pupils.

5. Making compulsory redundancies

- 5.1 When it is not possible to avoid making compulsory redundancies, all affected employees and, where appropriate, employee representatives will be advised that compulsory redundancies cannot be avoided. They will be consulted on the procedure that will then be followed and the criteria that will be applied.
- 5.2 The criteria used to select those employees who will potentially be made redundant will be objective, transparent and fair and based on the skills required to meet our existing and anticipated business needs. Selection criteria will be equality-proofed to avoid any indirect discrimination, and reasonable adjustments will be made where employees have a disability.
- 5.3 Those employees who have been provisionally selected for redundancy will be consulted with individually.
- 5.4 Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive. Employees will be given the opportunity to appeal against this decision.
- 5.5 We will continue to look for alternative employment for redundant employees and inform them of any vacancies that we have until their termination dates. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.
- 5.6 The current legal position is that the Board of Governors is obliged to collectively consult when there is a proposal to make 20 or more staff redundant, over a period of 90 days or less. Where 20 or more employees may be affected, statutory notification will also be given to the Secretary of State (via the HR1 form). Failure to notify is a criminal offence.
- 5.7 However, it is the Board of Governor's practice to consult with all staff on an individual basis and as the School is non-unionised, for redundancies of less than 20 staff, we would follow the statutory dismissal procedure as specified below at 7.

6. Financial Entitlements

- 6.1 To qualify for a statutory redundancy payment under the Employment Rights Act 1996 an employee must, at the date on which their employment is terminated, have continuous service with the School of two years or more. Such payments are based on the employee's age, length of service and weekly rate of pay at the date on which



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notice of redundancy is given. Enhanced (non-statutory) redundancy pay will only be offered if approved by the Board of Governors, and staff will be notified in writing if applicable.

7. **Statutory dismissal procedure**

'At risk' notification

If you are potentially affected by redundancy you will be notified individually by the Headteacher in writing ("Step 1").

At this stage, you will be 'at risk' of redundancy, but no final decision will be made until the Board of Governors has consulted individually with all the employees potentially 'at risk'.

Individual consultation will usually last for a period of 14- 28 days. During this time it is an opportunity for you to make representations about your selection for potential redundancy and to discuss alternatives to redundancy.

Further consultation meeting

If, following Step 1 of the procedure, you remain at risk, a further meeting will take place, at which you will have the right to be accompanied by a colleague. The Headteacher will reconfirm the reason for the proposed redundancy situation and advise you of the outcome of any alternative options you may have asked the Board of Governors to consider. Where an alternative job is available, you will usually either be offered the alternative job or given the chance to apply for it. The alternative job may involve a trial period of at least 4 working weeks.

Written confirmation of redundancy

Where there is no alternative job, and the redundancy situation still exists after the consultation process has been completed, you will receive written confirmation of your redundancy. This will include the date of the start of your contractual notice period and the date of termination of employment. There may be circumstances



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where the Board of Governors does not require you to work out your notice period and will pay an amount in lieu of notice in line with your contract of employment.

However, if the Board of Governors requires your notice period to be worked, payment of any compensatory sums will be conditional on you fulfilling your contract of employment.

At this stage you will be advised of your right to appeal against the decision.

8. Appeal procedure

- 8.1 If you decide to appeal against the decision to implement your redundancy, you must confirm this in writing to the Headteacher within five working days of receiving your written confirmation of redundancy and your letter must clearly state your reasons for the appeal.
- 8.2 Following receipt of your written appeal, a meeting will be convened and usually you will be given two working days' notice of the time and place.
- 8.3 A member of the Board of Governors will chair the meeting; the Headteacher will be present. Appeals will be heard by governors not previously involved in the original redundancy decision, in line with ACAS recommendations.
- 8.4 You have the right to be accompanied by a colleague, with whom you can talk for advice and support during the meeting. Your companion may address the appeal panel but cannot answer questions on your behalf. You may not bring a legal representative to accompany you to any meeting.
- 8.5 The appeal panel will deliberate in private and the Chairman of the Board of Governors will advise you of the outcome of your appeal. The Headteacher will then follow this up in writing, as soon as is reasonably practicable.
- 8.6 Whilst your appeal is in progress your contractual notice period shall continue to run from the original date of notification.
- 8.7 If your appeal is unsuccessful, and a redundancy decision is confirmed, your employment with the School will terminate on the date specified in the original written notification of redundancy.

9. Notice of redundancy

- 9.1 Notice periods will either be your statutory minimum entitlement, or the notice due under your contract of employment, whichever is the greater. Payment in lieu of notice may be made at the School's discretion, subject to contractual terms.



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10. Selection criteria

- 10.1 The School is an equal opportunities employer and this policy will be operated in accordance with our Diversity and Equality policy. Selection will not be based on protected characteristics under the Equality Act 2010, trade union membership, part-time status, or maternity-related absence.
- 10.2 Members of staff affected will be informed of a potential redundancy situation, and the reasons for it, and will be consulted about ways of avoiding redundancies. The Board of Governors will be open about the selection criteria applied, but individuals' confidentiality will be respected by not making public any information recorded about individuals against the criteria.
- 10.3 Where appropriate, the Board of Governors may invite voluntary redundancy, or early retirement requests, but reserves the right to refuse these.

11. Communication with employees

- 11.1 The Board of Governors will ensure that all employees are informed as fully as possible and as soon as possible, about staffing requirements and any need for redundancies, and will provide:

- A general statement of the situation.
- Details of the actions proposed and the procedures to be followed.
- The reasons for the possible redundancy situation.
- Details of the specific roles affected and the likely numbers of staff involved.
- Details of the selection criteria.
- The method of calculating the amount of redundancy payment to be made to those who are affected.
- Details of the consultation process and the likely timescale.

The School will provide regular updates throughout the consultation period and ensure employees have access to support such as Employee Assistance or career guidance where available.

This Policy is subject to regular review.