

## **Statement of Policy**

### **AGE RETIREMENT**

*[Reviewed and agreed at the Full Governing Body held on 6<sup>th</sup> July 2010]*

#### **1.0 Procedure**

##### **1.1 The Governing Body will**

- I. give all employees the statutory right to a minimum of 6 months' notice before their 65<sup>th</sup> birthday that their employment will cease on that date, except in the case of teaching staff, or other categories of staff where it is deemed to be in the interests of the school, who will be given notice that their employment will cease from the end of the term or the end of the academic year in which the 65<sup>th</sup> birthday falls.
- II. Provide the statutory entitlement of the opportunity for an employee who reaches age 65 to apply to be allowed to continue to work after age 65
- III. Delegate a member of the senior management team to consider the application and if s/he is of the opinion that the application should be rejected, offer a hearing before the Principal or a panel of Governors, as appropriate, at which the decision will be made.
- IV. if the decision in III above is to retire the employee on the intended date, offer right of appeal to an appeal panel of governors
- V. where the request to be allowed to continue to work is granted then a revised intended date of retirement will be agreed and confirmed to the employee in writing.
- VI. Steps II to V will be repeated as necessary a minimum of 6 months prior to the revised retirement date.