



The Governing Body will:

- I. Normally allow all employees to continue working beyond retirement age, if they wish, until such time as it is deemed appropriate to give 6 months notice of the intention to retire the employee.
- II. At the time of giving the statutory 6 months notice of the intention to retire the employee, provide the statutory entitlement of the opportunity for the employee to apply to be allowed to continue to work
- III. Delegate a member of the senior management team to give consideration to the employee's written application.
- IV. If the delegated member of the senior management team is of the opinion that the application should be rejected, offer a hearing before the Principal or a panel of Governors, as appropriate,
- V. if the decision in IV above is to retire the employee, offer right of appeal to an appeal panel of governors
- VI. 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.
- VII. Steps II - VI will be repeated as necessary a minimum of 6 months prior to the revised retirement date.