

## Punctuality

***This policy should be read alongside the 'Common Principles'. These 'Common Principles' outline the need for confidentiality, the right to representation by a Trade Union representative or workplace colleague, the procedures for and management of Formal Meetings, and the procedures for appeals against formal warnings and dismissal decisions.***

Staffing levels are critical to the safeguarding of pupils and in maintaining positive staff morale. The contracted start / finish times of staff are specifically designed to ensure the same.

The Academy Trust is fully aware that there are occasions when due to unforeseen / unavoidable problems and a member of staff may experience delay in getting to work. Managers and Senior Leaders will take a realistic and appropriate stance in each individual situation.

Staff are accountable for adhering to their workplace contract of employment. In the event an employee is unable to meet the working times stated in their contract of employment, staff should work proactively with their Manager to avoid action that may be taken through this policy. The Academy Trust is keen to work in partnership with each employee but the priority will be to meet the needs of the Academy Trust.

A breach of this will be managed as misconduct and may attract a range of disciplinary sanctions up to and including dismissal.

The following is designed to provide guidelines in addressing occurrences in an academic year:-

<b>Stage 1</b>	<p><b>First informal notification – Lead by Manager</b></p> <p>Guidance Target: 3 occasions of lateness, less than 10 minutes, during a half term period or 2 occasions of lateness of more than 10 minutes during a half term. Brief discussions should be held following each period of lateness and a record of the date should be kept. If there is no improvement move to next stage.</p> <p>If this stage applies to Class Teacher or KS Lead this will be the responsibility of OSLT lead or SSLT lead as appropriate</p>
<b>Stage 2</b>	<p><b>Second informal notification – Lead by Manager or Senior Leader</b></p> <p>Guidance Target: 2 Occasions of lateness of less than 10 minutes, during a half term period or 1 Occasion of lateness of more than 10 minutes.</p> <p>Brief discussions should be held following each period of lateness and a record of the date should be kept. If there is no improvement move to next stage</p>

<p><b>Stage 3</b></p>	<p><b>Final informal notification – Lead by Senior Leader</b> Guidance Target: 1 Occasions of lateness during a half term period.</p> <p>Brief discussions should be held following period of lateness and a record of the date should be kept. If there is no improvement move to next stage.</p>
<p><b>Stage 4</b></p>	<p><b>First Formal Meeting – Led by Manager or Senior Leader</b> In line with Academy Trust’s Disciplinary Policy [note: formal warnings can only be issued by a Deputy Headteacher, Headteacher or Executive Headteacher]</p>
<p><b>Stage 5</b></p>	<p><b>Second Formal Meeting – Led by Senior Leader or Headteacher</b> In line with Academy Trust’s Disciplinary Policy [note: formal warnings can only be issued by a Deputy Headteacher, Headteacher or Executive Headteacher]</p>
<p><b>Stage 6</b></p>	<p><b>Final Formal Meeting (potential for dismissal) – Lead by Headteacher or Executive Headteacher or Governor / Trustee panel</b> In line with Academy Trust’s Disciplinary Policy</p>