


## Punctuality Policy

Name of Policy	PUNCTUALITY POLICY
Policy Level	Trust
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Author:	Trust Board
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Signature	
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## **Policy**

This policy applies to employees of the School only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The School reserves the right to amend this policy at any time.

All employees are expected to be at their place of work and ready to work at their specified start time.

If you are going to be late for any reason, you must inform your Line Manager/Head of Department or the Principal by telephone without delay and in any event not later than your expected start time, giving the reasons for your delay and the likely time of your arrival. You must immediately report to your Line Manager/Head of Department or the Principal upon your arrival giving full details of the reason(s) for your lateness.

Persistent lateness and deliberate falsification of any records or forms (for example, sickness self-certification) will render the employee liable to disciplinary action up to and including summary dismissal in accordance with the School's Disciplinary Policy and Procedure.

The School reserves the right to recover (whether by deduction or otherwise) any pay or salary paid to you for times that you have not worked.

## **Schedule of Responsibilities**

The CEO of Learning Today leading Tomorrow Trust (LT2) takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Headteachers of LT2 schools and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Teachers and other supervisory roles will, where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy.

All employees are required to cooperate fully and positively with the requirements of this Policy and to undertake any training recommended by their line manager.

The Trust's HR Advisers, are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies. The Trust's HR Providers may be requested to provide data for regular Trust Board HR reports where appropriate, providing confidential reports as required by the CEO and LT2 Trust Board on individual cases.

The following persons will generally be responsible for managing employees under this policy:

The Academy Headteacher (for Academy based teaching and educational or non-educational support staff) and the Chief Executive Officer (for Academy Headteachers and centrally appointed teaching and support staff) (the “Line Manager”).

### **Breaches of the policy**

Breaches of this policy will be dealt with under the Trust’s Disciplinary Policy and Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.