

Protocol for Lateness and Absence of Teachers

Purpose

This protocol outlines the procedures for reporting and managing teacher lateness and absence. Its aim is to ensure minimal disruption to the educational process while supporting the well-being of staff.

Definitions

- **Lateness:** Arriving at school after the official start time without prior approval.
- **Absence:** Being away from school for a full or partial day without prior approval.
- **Authorized Absence:** Absence approved in advance by the school administration.
- **Unauthorized Absence:** Absence without prior approval or without valid reason.

Reporting Procedures

- **Lateness:** Teachers who anticipate being late must inform their line manager or designated person as soon as possible.
- **Absence:** Teachers must inform their line manager or designated person of any anticipated absence as far in advance as possible. In case of unplanned absence, notification should be made as soon as practicable.
- **Medical Absences:** Medical certificates may be required for absences exceeding a specified duration (e.g., three consecutive days).

Coverage of Classes

- In case of unexpected absence, the school will make every effort to provide appropriate cover for classes.
- Teachers have a responsibility to ensure that their lesson plans and resources are accessible to covering teachers.

Consequences of Lateness and Absence

- **Lateness:** Repeated lateness may result in disciplinary action.
- **Unauthorized Absence:** Unauthorized absence may result in disciplinary action, including but not limited to written warnings or suspension.
- **Excessive Absence:** Excessive absence, regardless of whether authorised or unauthorised, may be subject to performance management procedures.

Support and Well-being

- The school is committed to supporting the well-being of its staff.
- Teachers experiencing difficulties that may impact their attendance should seek support from their line manager or designated person.
- The school may offer support services such as counselling or occupational health referrals.

Record Keeping

- Accurate records of lateness and absence will be maintained.
- These records will be treated confidentially.

Review

This protocol will be reviewed regularly to ensure its effectiveness and to reflect any changes in circumstances.

Note: This is a general template and may need to be adapted to fit specific school policies and local regulations. When developing this protocol, it is essential to consult with relevant stakeholders, such as unions and staff representatives.

Additional Considerations:

- Consider including specific guidelines for different types of absence, such as sick, personal, and bereavement leave.
- Outline the process for requesting and approving leave.
- Specify the procedures for handling emergencies and unexpected closures.