

Procedure 6.6 Absenteeism and Lateness

Prepared by	Ian Fleming	Reviewed by	Murat Ozbek	Approved by	Canan E. Celik
Review No	6	Next Review Date	August 2025	Approved on	24/08/2024

Procedure Issued : April 2014

Procedure Owner : Principal / CEO

- ❖ This procedure is shared with our staff and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on our internal server via their desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our staff are informed about the main aspects of the procedure in the Staff Handbooks and Staff Induction.
- ❖ The policy is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Review and Revision of Policies and Procedures.

1 Attendance

Unanticipated absences or tardiness can severely diminish and interrupt the quality and level of service which the Academy provides. The Academy expects all its employees to assume diligent responsibility for their attendance and punctuality.

If an employee is going to be late or absent, they must notify their line manager as soon as possible in advance of the anticipated absence or tardiness. In all cases, the employee is expected to give, reason for the absence or tardiness, details of any tasks that need immediate attention, and his/her expected time of return to work.

Continuous unexcused tardiness or absenteeism may result in disciplinary action, up to and including, termination of employment. Pre-approved leave will not be recorded as an occurrence of absence for the purposes of disciplinary action under this policy.

Any employee who fails to report to work for ten (10) working days without notice to, or approval will be assumed to have resigned and abandoned their job.

Any unauthorised leave under 10 days will be deducted from annual leave. However, any unauthorised leave will be considered as unpaid.



2 Lateness and Absenteeism

Employees are expected to attend work punctually at the specified time(s) and to comply strictly with any time recording procedures relating to their work.

All absences must be notified in accordance with Academy procedures.

If an employee arrives for work more than one hour late without having previously notified the Academy, other arrangements will have been made to cover their duties and they may be sent off the premises for the remainder of the shift/day without pay.

Continuing unauthorised lateness or absence may result in disciplinary action and/or loss of appropriate payment.

3. Related Documents

3.1 Policies

- **1 Governance**
- **2 Academic Management**
- **6 Human Resources**

3.2 Procedures

- **1.5 Equal Opportunities**
- **1.7 Data Protection**
- **2.12 Contingency and Adverse Effects**
- **3.1 Expectations from and Supporting Staff in Teaching Delivery**
- **5.3 Equality, Diversity and Special Needs**
- **6.1 Recruitment and Selection**
- **6.2 New Starters and Induction**
- **6.3 Equality and Diversity**
- **6.4 Personal Development Review and Appraisal**
- **6.5 Discipline at Work**
- **6.7 Holiday and Leave Entitlement**
- **6.8 Grievance and Complaints**
- **6.9 Continuous Professional Development**
- **6.13 Staff Code of Conduct**
- **6.15 Safeguarding**
- **6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)**
- **9.6 Business Continuity Plan**

3.3 Terms and Conditions

3.4 External Reference Points

- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- UKCISA Code of Ethics at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- Equality Act – 2010 at <https://www.legislation.gov.uk/ukpga/2010/15/contents>