

Staff Attendance and Lateness Policy



Approved by	Mohammed Kibria and Mahmudul Hassan	27/06/2021
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Next review:	September 2022	

Essex Jamme Masjid Trust (hereby referred to as EJM) aims to ensure that all staff endeavour to follow procedures whereby all employees are aware of their roles and responsibilities. It is by the effort, dedication and willingness to go above and beyond the paid duty of staff that we are able to facilitate such a service for students.

Absence

All staff are expected to attend each day on time.

Authorised absences may only be approved by the Headteacher. They must be submitted two weeks prior to the requested absence period. Absences will only be authorised for extenuating circumstances (see Appendix A - extenuating circumstances form).

- Complete extenuating circumstances form (Appendix A)
- Submit form to admin/Headteacher at least two weeks prior to absence
- Headteacher decision whether to approve or deny the absence
- Appeal to Trustees for approval

Unauthorised/short term absences or unforeseen lateness due to unforeseen short term circumstances such as illness or traffic accidents should follow the procedure below.

- Inform Admin and Headteacher of absence at earliest possible convenience
- Internal cover arranged by staff or Headteacher
- If no internal cover available, Headteacher to cover class or merge classes

Cover Work

Cover work is extremely important to aid the progress of students and to ensure behaviour of classes does not fall below the standards expected.

The duty of cover work is upon the teacher who will be absent. They should email their cover requirements to admin and the Headteacher as soon as their absence is authorised. They may inform them using any other medium if there is an unforeseen absence or lateness occurring. Cover work should include timings, worksheets and explicit instructions.

Punctuality

Attendance Bands Procedure:

Stage One

100% attendance – certificate each term

Stage Two

Requires Improvement – reminder letter issued

Stage Three

Cause for Concern – call made and letter posted

Stage Four

Grounds for Dismissal – meeting arranged or dismissal

Punctuality Procedure:

Stage One

Verbal Reprimand

Stage Two

Crossing-off in Punctuality

Stage Three
Detention

Stage Four
Report

See Behaviour and Rewards Policy for further action.

Appendix A
Extenuating Circumstances for Short/Long Term Absence

Student Name:	
Class:	
Parent Name:	
Reason for Absence:	

Quantity of days/weeks/months :	
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Parent sign:

Date

The Headteacher may approve or deny any absence at their discretion.

This absence has / has not been approved by EJM.

Headteacher signed:

Date: