

Punctuality Policy



Little Elms requires prompt attendance for each shift and for all Nursery staff to be ready to work in their assigned room at their scheduled start time. We expect each employee to take personal responsibility for their own timekeeping. If an employee is frequently and persistently late for work, or not available to work in their room at the required times, this can damage the efficiency of the Nursery setting, place an additional burden of work on colleagues and potentially lead to a situation where the nursery is not operating at the correct ratio of staff to children.

The procedure outlined below is intended to set out a framework to address frequent and persistent occurrences of lateness and to ensure employees are aware of the standards expected of them. Not adhering to these standards is a disciplinary matter and will be dealt with under the Disciplinary procedure.

On joining Little Elms, all employees are subject to an initial training and induction period of six months. If an employee's punctuality does not meet the required standards during this period or during an extension to their probationary period, this may result in the termination of employment, without progression to the formal stages of the Disciplinary Procedure.

Notification of Lateness

All staff are expected to telephone the Nursery Manager or Deputy Nursery Manager at the earliest opportunity before the start of their shift, if they are going to be late.

Failure to notify the Nursery of late attendance will be considered misconduct on its own merits, in addition to the lateness itself.

Frequent or Persistent Lateness

Frequent and persistent occurrences of late attendance is considered misconduct and will be dealt with in line with the disciplinary procedure, irrespective of whether the lateness is believed to be genuine or not.

Lateness constitutes:

- arriving any time after the scheduled start time for work
- returning to the nursery after their scheduled meal/break periods has ended
- arriving at the nursery on time, but failing to be ready to start work in the room at the required time

In the event that late attendance continues after formal disciplinary warnings have been issued to correct the behaviour, the disciplinary procedure will continue to be followed and may ultimately lead to dismissal.

Associated Documents:

- ***Disciplinary Procedure***