

ENCOURAGING
EXCELLENCE,
NURTURING
TALENT!



**SPORTING
CHANCES
GROUP**

STAFF ATTENDANCE MANAGEMENT POLICY

Lead	David Johnson
Last Reviewed	November-2025
Next Review Date	November-2026

To be reviewed **annually**.

This policy is enforced across **all** Sporting Chances Group provisions.





Sporting Chances Group's (SCG) *Attendance Management Policy* sets out our expectations about our employees' coming into work. This policy applies to all SCG staff including contractual, non-contractual and voluntary staff.

Being punctual and maintaining excellent attendance sustains our reputation as one of the country's leading alternative provisions. It is our expectation that SCG staff will embody both qualities, in order to meet the needs of students and facilitate the efficient running of the business.

GOOD PUNCTUALITY

It is of paramount importance when working with young people that you develop a trusting relationship with them. It is our expectation that you will be punctual to meet/collect and drop off a student or be on time to attend the provision in order to foster and maintain their trust. It is our view that punctuality results in reliability and offers students, as well as colleagues, the confidence that you will be present at an agreed time.

GOOD ATTENDANCE

It is crucial when working with young people that we operate in a consistent manner, and this includes having good attendance to work. The complex students we work with can have a myriad of emotional issues involving trust, trauma, rejection, and attachment to name but a few. These issues can be exacerbated when their work with a member of staff is disrupted due to inconsistent attendance to work. It not only negatively impacts upon the students, but also impacts upon colleagues who must be redeployed to cover the work of absent colleagues. It is therefore our expectation, with the exception of agreed-upon holidays and extenuating circumstances discussed with your line manager prior to absence, that every effort will be made to attend work.

It is also expected that any breaks taken are of a reasonable length and that leaving early from work is only done with the permission of your manager.

UNFORESEEN ABSENCES

If you cannot come into work, you must notify your manager as soon as possible. We will understand if you have a good reason for being absent. Those reasons usually involve serious accidents and family or acute medical emergencies. We may ask you to provide a doctor's note or other form of verification.

The following list, although not exhaustive, includes inexcusable reasons for absence:



- Waking up late
- Traffic or public transportation delays excluding situations that result in road closures
- Bad weather (excluding extreme weather conditions)
- Vehicle that has broken down or can no longer be used - it is expected that you will report to work using other means of transportation

ATTENDANCE TO MEETINGS & TRAINING

Meetings are an important function of any organisation. They serve to share key information such as any new developments, direction of work, and vital information about the students within your division.

Training is equally of importance to develop knowledge and skills pertinent to your role. This includes all mandatory online training modules which staff must complete by the specified deadline.

Meetings and training sessions, including all mandatory online training, must be attended/completed as a pre-requisite of your role, unless you have sought the permission of your manager to be excused for good reason.

Non-attendance to meetings or training sessions, or failure to complete mandatory online training, without good reason will result in disciplinary action being taken.

MANAGER'S RESPONSIBILITY

It is incumbent upon those who manage employees to role model high standards of work by means of excellent punctuality and strong attendance. It is also their responsibility to monitor employee attendance and completion of all mandatory training.

If it is noted that a member of staff is often late or absent or has not completed mandatory online training by the required date, a confidential meeting should be arranged to discuss reasons before the disciplinary process is triggered.

DISCIPLINARY ACTION

We will first, where possible, provide a verbal warning expressing our concerns and put measures in place to support employees to improve their attendance and punctuality. However, should our attempt at a solution not resolve the issues and the employee is again late or absent from work without good reason, further disciplinary action will be taken which may result in termination.



DISCIPLINARY STAGES

- 1. Verbal warning (supportive meeting)
- 2. Formal written warning
- 3. Final written warning
- 4. Dismissal

It is important to note that unreasonable and unreported absences do not count towards hours worked and therefore will result in non-payment. The employee will be informed of this.

DECLARATION

Please sign below to confirm you have read in full and understand SCG's *Staff Attendance Policy*.

Employee's Signature (Can be typed)	
Print Name	

Manager's Signature (Can be typed)	
Print Name	

Date	
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