

# Teaching Attendance Punctuality

Lead TPD to remind GPRs at the start of the teaching session to have signed in on the register



GP administrator to remove the register from the room 5 minutes after the start of the teaching session, and bring to the GP office



If GPRs attend late they will need to go to the GP office to register their attendance which will be marked on the register as late with the reason why



If GPRs have 2 late attendances recorded they will receive an email from the GP administrator reminding them of the importance of punctuality at teaching and that repeated late attendance may be flagged as a professionalism issue



If GPRs have 3 late attendances recorded this will be flagged by the GP administrator to their link TPD who will arrange a meeting with the GPR to explore concerns, barriers for punctuality, and a discussion about professionalism which will be recorded on their portfolio as an educators note and shared with their ES



If ongoing concern regarding late attendance, GP administrator will inform the Lead Employer Organisation