

POLICY ON ABSENTEEISM – EDUCATORS

AIM

- The aim of this policy is to have all learners under supervision at school at all times;
- to enable colleagues to continue with their planned learning programme;
- to maintain discipline and
- to fulfill our commitment to the constitutional responsibility to ensure access to quality education for all learners.

DEFINITION

REASONS FOR POLICY

- To accomplish continuity in the learning programmes
- To enable all educators to continue with the work they have planned
- To teach that we should show respect for other people's time
- To set an example for learners to attend school daily
- To monitor each learner's progress daily

AREAS

- Absence in terms of leave for urgent private business
- Absence in terms of leave for study purposes
- Absence in terms of special leave
- Continuity leave
- Maternity leave
- Appointments should rather be arranged for after school.
- Urgent appointments should be discussed with the office.

RESOLUTION 7

- Each educator should be at school at least seven hours per day to fulfill his or her responsibilities as educator.
- It is only reasonable to expect all educators to work for a minimum of 1800 prescribed hours per year. If placed in a broader perspective, the 1800 hours should exclude absence due to leave, rest periods and sick leave.
- The work done by educators during the course of a normal work day includes core duties (with or without contact with learners) and extends beyond the normal school hours.

CONTENTS

SCHOOL PROGRAMME

- The educator should contact the school at least thirty minutes before the beginning of the school day to allow for the arrangement of a supervision timetable for grades 4 – 7) or an arrangement for grades 1 – 3.
- The junior primary head of department is informed if it is a grade 1 – 3 educator.
- **PUNCTUALITY:** Respect other people's time, then they will respect yours.
- If an educator leaves the school during teaching time and returns to resume his or her duties, he or she should be back within the planned time.

ABSENCE

- An educator who is going to be absent should inform the principal or deputy principal in good time.
- An absent educator should, if possible, find a responsible person or parent to substitute for him or her for the duration of his or her absence.
- The educator and such person should reach an agreement regarding whether there should be compensation.
- Such educator should provide the grades he or she teaches with work that the supervisor should keep them occupied with.
- Clear guidelines regarding planning for how learning material should be handled should be submitted to the office.
- If it is an emergency absence, the office should be informed in good time, in order to allow for a supervision timetable to be drawn up.
- In the case of maternity leave such educator should arrange it in good time with the office.
- The supervisor can be trained to follow the normal classroom procedure and, where possible, also to mark work.
- A list of available parents and other persons and their addresses and telephone numbers should be kept in the office.
- The governing body can use its discretion to compensate such persons.

ARRIVAL AT SCHOOL

- An accompanying letter or medical certificate stating the reason for absence should be submitted
- It is the responsibility of the educator to submit to the secretary.

IMPLEMENTATION

- The policy is immediately applicable.
- At the appointment of a new staff member he or she should be made aware of the policy and be provided with a copy of the policy.
- The policy applies to all the relevant people at the school.



EVALUATION INSTRUMENT

- The effectivity of the policy should be monitored annually by means of a survey involving a questionnaire sent to all those involved to determine their attitudes and the implementation of the policy.
- All educators should comply with the policy until annual changes are implemented.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

