

Navrac  
Enquiries MN JAMIE  
IMibuzo  
Telefoon  
Telephone (021) 467-2848  
IFoni  
Faks  
Fax (021) 467-2848  
IFeksi  
Verwysing 16/8/2  
Reference 20010822-0005  
ISalathiso



---

Wes-Kaap Onderwysdepartement

---

Western Cape Education Department

---

ISebe leMfundo leNtshona Koloni

---

CIRCULAR: 0097/2002

EXPIRY DATE: NONE

TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), SENIOR  
CIRCUIT MANAGERS, CIRCUIT MANAGERS AND HEADS OF INSTITUTIONS

*BRIEF SUMMARY: The objective and focus of and the motivation for Attendance and Time-off registers*

**SUBJECT: POLICY IN RESPECT OF ATTENDANCE AND TIME-OFF REGISTERS  
FOR EDUCATORS AND PUBLIC SERVICE PERSONNEL**

1. In Circular 40/2002 of 19 April 2002 the Western Cape Education Department (WCED) informed principals and officials of the policy in respect of keeping an accurate record of staff attendance.
2. As a result of enquiries received in this regard, the following additional information is provided.
3. **REASONS FOR THIS POLICY**
  - 3.1 Regulation 24 of the Employment of Educators Act makes provision for the employer to keep an attendance register in the workplace.
  - 3.2 Similarly, the Code of Conduct for Public Service Personnel and the Public Service Regulations make provision for the employer to determine the office hours for employees (public service personnel) and it is the prerogative of the employer to put mechanisms in place to ensure that these office hours are respected.
  - 3.3 The WCED is only too aware of the fact that educators spend many hours after school doing administrative tasks and helping with sport and cultural activities. There are, however, also widespread cases of educators at various schools who display a lack of discipline and commitment. After careful consideration of all the options to remedy this situation, the practice of attendance registers was instituted in order to apply the rules consistently to all employees.

---

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /  
NCEA UBHJALE IINOMBOLO ZESALATHISO KUYO YONKE IMBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000  
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

### 3.4 The policy was introduced for the following reasons:

- It will ensure that all schools have a uniform mechanism to record the attendance of all personnel.
- At a number of schools educators and principals arrive late for duty and/or leave the school premises before the end of the official school day.
- At some schools there are cases of unauthorised absenteeism.
- At some schools principals are not taking the necessary disciplinary steps against educators who report late for duty and/or leave early.
- At some schools there are no documentary evidence available for unauthorised absenteeism, latecoming or abscondence which is reported. This makes it very difficult for the WCED to proceed with the necessary disciplinary procedures. The WCED must have verifiable records if personnel are to be held accountable across the whole spectrum in a reasonable and consistent way.
- There are also cases of late arrivals, early departures and unauthorised absence of public service personnel at schools and public service personnel and office-based educators at Head Office and Education Management and Development Centres (EMDCs).

## 4. THE OBJECTIVE AND FOCUS OF THIS POLICY

- 4.1 This policy focuses only on the seven official school hours and the official office hours, which must be respected and is not applicable to activities, which take place after official school or office hours or during weekends.
- 4.2 The application of this policy will ensure that all schools and offices will have verifiable records of attendance.
- 4.3 This policy aims to affirm the WCED's commitment to time on task and the promotion of a culture of accountability in order to attain a high quality of public education for all.
- 4.4 It also gives school management and supervisors an indication of the possible imbalances in workload that might occur or be indicated by some persons who require assistance.

## 5. ALTERNATIVE SYSTEMS OF MONITORING ATTENDANCE

- 5.1 The WCED is aware that some schools have alternative systems of monitoring staff attendance.
- 5.2 Schools may use these alternative systems on condition that they have obtained the necessary approval of the Director or Senior Circuit Manager of their local EMDC.
- 5.3 However, these alternative systems must produce verifiable records, in line with the objectives of WCED policy on attendance and time-off registers as set out in Circular 40/2002 of 19 April 2002.


5.4 Examples of such systems are the following:

- Attendance registers similar to those of other departments
- Access control systems. These are systems, which control entry into or departure from the premises. One example of this is the card entry system.
- Time clocks. This is the clock card system, which automatically calculates the number of hours on daily and accumulative basis.

6. While the WCED acknowledges that there are excellent role models in most of our schools, it is necessary to implement uniform procedures to ensure that all employees receive the same treatment.

7. It has come to the attention of the WCED that there are a few cases where persons have indicated that they will not adhere to the implementation of this policy. Persons who fail to comply with the policy will be guilty of misconduct and the WCED will have no alternative but to take the necessary disciplinary steps against the heads of offices, principals and personnel who do not adhere to the policy. However, the WCED relies on your co-operation and trusts that it will not be necessary to resort to these drastic measures.

8. Please bring the contents of this circular to the attention of all employees.

  
HEAD: EDUCATION  
DATE: 2002.08.08.