**BUREN HIGH SCHOOL**

STAFF ATTENDANCE

The following Policy is applicable for all staff at Buren High School.

* All Staff starts at 07h40 in the morning.
* All to use fingerprint clock in device.
* Educators will meet in the staffroom for devotion and a meeting.
* Register will be kept by Principal for:

1. Absenteeism
2. Late
3. Late comers will sign immediately after arrival.
4. Notify Principal of absence or late coming before 07h00 telephonically or via sms.
5. Meeting ends at 08h00.
6. Register period will start 08h00 – 08h20.

* Late Coming

1. Verbal warning after 3 times.
2. Written warning after 3 verbal warnings.

* Absence

1. Medical / Legal document after 3 days absent.

* All to use fingerprint clock in device.