

Scoil Tír Eiltín

Uimhir Rolla 13286S

Established 1887

Macroom, Co. Cork.

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Brief Absences Policy

Introduction:

The term 'Brief/Absences' describes short-term occasional absences sanctioned for staff (course days) and unforeseen short absences (e.g. illness or on compassionate grounds).

The school policy on Brief Absences was devised by staff and Board of Management.

Rationale:

The policy was drafted to;

- Comply with the Parental Leave Act 1998
- Comply with DES **Circular 18/00**

Link to School Ethos:

This policy aims to ensure a well-ordered, caring, secure environment with no disruption to the quality of the child's learning. This is a core element of the mission statement of the school.

Aims/Objectives:

The aims of this policy statement are as follows;

- To provide a learning environment free of major disruption
- To maintain the overall operation of the school in the event of absences

Roles and Responsibilities:

All staff, under the direction of the Principal have a role to play in ensuring the effective implementation of this policy.

Internal School Procedures:

It is the policy of the school to minimise the impact of brief teacher absences on pupils' learning.

Applications for leave due to a family emergency (Force Majure), sudden illness, course days, graduations, in service, are made to the Principal. The Principal will have discretion in approving the absence request subject to the subsequent consent of the Chairperson of the Board of Management.

Absences of a greater duration such as maternity leave, jury service, study leave etc. must have the prior approval of the Chairperson of the Board of Management. Substitute cover is available as per Circulars 21/80 and 18/00. Substitute cover is available for uncertified sick leave after the first day and some in-service days.

Teachers who are unable to present themselves at work due to illness must inform the Principal as soon as is feasible or ensure contact is made on their behalf. Each teacher will ensure there is work in their classrooms at all times for distribution to their pupils in the event of a sudden absence and where a sub is not available. Some children may be assigned to other classrooms but will have received instructions regarding their own class work. Supervision duties of an absent teacher are covered by a colleague in a reciprocal arrangement.

Success Criteria:

- Uninterrupted school routines
- Maintenance of high standards
- Positive feedback from staff & parents

Implementation and Review:

This policy has been reviewed and updated in 2008 due to changes in Substitution Cover and will be reviewed again in 2010.