



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9306 4144.

Rationale:

Lateness by students causes unnecessary interruptions and compromises the school's capacity to operate effectively.

Aims:

To maximise student learning opportunities and performance by ensuring that students arrive to school on time.

Implementation:

- Critical teaching and learning takes place from 9 o'clock. All students are expected to be at school promptly by 8.55am.
- Students who arrive at school after 9:00am are deemed late and will be kept in at lunchtime for 15 minutes.
- Parents have a responsibility to ensure that their child arrives at school on time.
- If a student is late to school, they are required to go the office.
- Students who arrive late to school are issued with a late pass which the student submits to their teacher on arrival at the Learning Community.
- Students who arrive late to school have their details recorded in XUNO, including the latecomer's name, the time of arrival and the reason for the lateness.
- If a student is late to school, parents need to accompany their child to the office and explain the reason for the lateness.
- The Principal will ensure parents of students with high levels of lateness are contacted, with the view to developing and implementing strategies to minimise the child coming to school late.
- Habitually late students will initially be referred to the Wellbeing Team to investigate the reasons for their frequent lateness.
- Students with reasonable grounds for lateness will be assisted in their personal circumstances by the Wellbeing Team as appropriate.
- Students who are habitually late but don't have reasonable grounds for being so, will be managed by the Principal in a manner consistent with the student code of conduct.
- The Principal in conjunction with the relevant Learning Specialist and Mental Health and Wellbeing Leader has a responsibility to ensure that lateness records are maintained and monitored at school.
- Student lateness is recorded by teachers in XUNO and is aggregated on our CASES21 database.
- Ongoing or lack of cooperation regarding student lateness will result in a formal meeting being organised.
- Comments relating to serious cases of student lateness will appear on student half year and end of year reports.
- The Attendance Committee meet at least 3 times per term to monitor attendance and punctuality and devise strategies to encourage both.
- The team includes the Principal Class Officers, Mental Health and Wellbeing Leader and a teacher from each teaching team

Evaluation:

This policy will be reviewed as part of the school's 3-4-year review cycle.