

Punctuality is the responsibility of all students and staff.

### **Student Process:**

- Provide your class teacher with an explanation of why you are late (or present note)
- At recess, lunch or after school place parent/guardian note in the 'Absence Notes' box at the front office. Parents are also able to approve absences on the parent portal.
- Remain behind at the end of class to make up the time missed if the teacher deems your explanation inappropriate

N.B. If you are working/speaking with a teacher during class time, ensure you get a late pass from that teacher to give to your class teacher.

### **Class Teacher Process:**

Where students arrive late to class without valid reasons it is important that the teacher enforces the expectation that students must arrive on time and delivers immediate consequences to ensure the expectation is reinforced.

#### 1. If a student arrives late to class:

- Ask them for an explanation at an appropriate break in the lesson. Be discrete as there may be a personal/private issue.
- Inform them they are to make up time with you at the end of the lesson if you deem the explanation inappropriate – immediate consequence is important (for period 2 lateness – negotiate another time with the student)
- Mark them 'Late to Class' LC, on the electronic roll – In SiMs record the time that the student arrived so we have a clear record of how late they were.
- If another teacher has provided them with a late note, please mark them present – if another teacher is working with a student for most/all of a period, it is that teacher's responsibility to enter their absence on SiMs as approved e.g. music lesson, counselling

#### 2. If a student arrives late 3 or more times over a 2 week period:

- Reflect on whether you have implemented the above process consistently
  - If no, implement the above process consistently
  - If yes, ring their parent/guardian and discuss your concern
  - Enter on SiMs stating parent contact made and no further action required

#### 3. If a student continues to arrive late regularly:

- Enter the concern on SiMs
- Speak to their Graduate Program teacher.

### **GP Teacher Process:**

Speak to the student to determine the reason for the habit. Contact home to discuss strategies to support the student.

If the absences continue, put in a wellbeing referral, a SIMS report to the house leaders or both.