

## 700 STUDENT ENGAGEMENT & WELLBEING

### 722.3 Lateness Process

School Policy and Advisory Guide: <a href="http://www.education.vic.gov.au/management/governance/spag/participation/attendance/default.htm">www.education.vic.gov.au/management/governance/spag/participation/attendance/default.htm</a>	Last Update August 2013
<b>Last Ratified by School Council</b>	2 <sup>nd</sup> September 2013

Punctuality is the responsibility of all students and staff.

#### **Student Process:**

- Bring a note from a parent/guardian approving your lateness and go straight to class and show teacher your note
- Apologise to your class teacher upon entering the classroom
- 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. This can be done the following school day
- 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**' or '**Approved Late**' on the electronic roll – SiMs will automatically record the time you marked the student late so we have a clear record of how late they were. ***N.B. if you enter this on SiMs well after they have arrived you will need to write a comment stating how late they really 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 a Year Level Coordinator and arrange a parent/student meeting with yourselves, the Coordinator, the student and the parent

**YLC Process:**

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

Student Support Group Meetings will be arranged for students who are consistently arriving late and appropriate intervention strategies will be put in place.