



**Glenroy Central
Primary School**

Lateness Policy

**Approved by School Council:
October, 2015**

Review: October 2018

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 arriving to school, he/she is required to go to the office.
- Students who arrive late to school are issued with a late pass which the student submits to their Home Group teacher on arrival to the Learning Community.
- Students who arrive late to school have their details recorded, including the late comers name, the time of arrival and the reason for the lateness.
- If a student is late arriving to school, parents will be encouraged to accompany their child to the office and explain the reason for the lateness.
- Habitually late students will initially be referred to the welfare coordinator to investigate the reasons for their frequent lateness.
- Students with reasonable grounds for lateness will be assisted in their personal circumstances by the welfare coordinator as appropriate.
- Students who are habitually late but don't have reasonable grounds for being so, will be managed by the welfare coordinator and the principal in a manner consistent with the student code of conduct.
- The principal has a responsibility to ensure that lateness records are maintained and monitored at school.
- Student lateness is recorded by teachers and are aggregated on our CASES database.
- 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.
- Ongoing or lack of cooperation regarding student lateness will result in a formal meeting being organised.
- Posters encouraging students to arrive at school on time will feature prominently, as well as newsletter articles.
- Comments relating to serious cases of student lateness will appear on student half year and end of year reports.
- An Attendance Committee will be formed each year that includes a Principal Class Officer, the Primary Welfare Officer, the Chaplain and at least two teachers whose main focus is to monitor absenteeism and punctuality and devise strategies to encourage punctuality.

- The Attendance Committee will meet on a regular basis – at least twice a term.

Evaluation:

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