

LATENESS

POLICY

Rationale:

- Schools are efficient organisations that need to run on time. Lateness by students or staff cause unnecessary interruptions and compromise the school's capacity to operate effectively. Unnecessary lateness is therefore not welcome at our school.

Aims:

- To provide a school which runs smoothly and efficiently, and where people can be depended upon to carry out their professional responsibilities punctually.

Implementation:

- The times of attendance of students is well known and clearly recorded in the attendance roll.
- Students who habitually commence school after the due time, or who are tardy between classes are deemed late.
- Students that are late to school must have a parent or guardian fill in an absence pass at the office and a copy must be presented to the classroom teacher.
- Habitually late students will be referred to the principal to investigate the reasons for their frequent lateness.
- Students with reasonable grounds for lateness will be assisted in their personal circumstances by the principal 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 attendance requirements of staff are clearly detailed in the various industrial Agreements, in the staff handbook and are well understood. Meeting times are similarly documented and known.
- The hours of the school day are well known, meeting schedules are posted well in advance, and all staff have professional responsibilities to be at the right place at the right time.
- Whilst it is understood that all people can be delayed due to unforeseen circumstances, habitual tardiness is not acceptable.
- Habitual lateness can compromise a teacher's duty of care to their students, is unprofessional, is aggravating to other staff, and fails to recognise the value of other people's time.
- Lateness to class, yard duty or any other student supervisory role is a serious matter, and the school will not compromise its duty of care to our students in favour of a late staff member.
- All issues of lateness by staff members must be reported to the principal who will raise the matter with the staff member in question.
- Habitual lateness by staff as judged by the principal may quickly escalate to a disciplinary matter, due to issues of duty of care to students.

Evaluation:

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

This policy was last ratified by School Council in....

April 2015