

## **LATENESS**

Students are required to go to their Sub School Office if they arrive after the siren at 8:30 am.

They will be given a Late Note which will be completed by Sub School officers, which they are to then provide to their teacher upon arrival at their class. This includes students returning on to school grounds after attending an appointment.

**Please Note: do not accept students into your Period 1 class without a late note from the sub school.**

The following is an outline for the process that will be taken for students who arrive late.

### **LATENESS PROCESS**

Students who attend school after the 8:30 will go to the Sub School Office to receive a note:

1. Lateness recorded, SMS sent to parents
2. Parents will be required to give an explanation, either by phone or a note
3. No explanation/Unacceptable reason given, will result in detention
4. Attendance plan will be implemented for students who are regularly late without an acceptable reason

### **RETURNING TO CLASS**

All staff are to ensure that any student who attends class late will have a note explaining the reason for their absence either from another staff member or the sub school. The note must explain where they were, and what time they left.

For students who are constantly late to class without a note, teachers are expected to use their classroom management strategies which also may include contacting the parent. If the matter is unresolved staff refer to HOLA.

### **DETENTION**

Detention can be given by either the HOLA or the Pastoral Care Managers. Students completing detention will have their details recorded. A package of work will be provided to all students who are on detention, which must be completed to a satisfactory standard.

### **NON COMPLIANCE**

Students who refuse to attend detention will be referred to their respective Manager, and the Behaviour Management Policy will be applied.

### **LOSS OF GOOD STANDING**

Loss of good standing will occur if more than 3 infringements occur in a 4 week period.