Rationale:
It is a College expectation, and an individual responsibility, that students are on time for all of their scheduled classes.

Implementation:
Students late for Period 1 should report directly to the General Office prior to going to class. At all other times the classroom teacher will record the lateness.

Any student who is late more than 3 times will have a Friday detention from 3.20 pm to 5.20 pm.

The consequences of student lateness are:

<table>
<thead>
<tr>
<th>Lateness Record</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Late</td>
<td>Coordinator Warning</td>
</tr>
</tbody>
</table>
| 2nd Late        | After School Detention 3.15 pm – 3.45 pm  
Sub Schools to contact home |
| 3rd Late        | After School Detention 3.15 pm – 3.45 pm  
Sub Schools to contact home – advise that next late will be a Friday Night Detention |
| 4th Late        | Friday Night Detention 3.20 pm – 5.20 pm  
Students that complete their Friday Night Detention have their next late treated as a 3rd Late  
A subsequent LATE means a second Friday Night Detention and student is placed on a ‘Blue Sheet’ |
| Blue Sheet Process | Student is on a ‘Blue Sheet’ for 2 weeks  
Coordinator contacts Parent/Guardian to explain the Blue Sheet process. |
| Unsatisfactory Blue Sheet | Parent Interview with SSL & PCO  
Strategies discussed – possible suspension |

This policy was last ratified by School Council in... 21 May 2014