



# Lateness Policy

Lateness is Accumulated on a per Term Basis

## RATIONALE

Being late for class is disruptive and disrespectful, it also has a negative impact upon the late students learning capacity.

## GUIDING PRINCIPLES

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

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.

## IMPLEMENTATION

The consequences of student lateness are:

Lateness Record	Consequence
1 <sup>ST</sup> LATE	Coordinator Warning
2 <sup>ND</sup> LATE	After School Detention 3.15 pm – 3.45 pm Sub Schools to contact home
3 <sup>RD</sup> 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
4 <sup>TH</sup> LATE	Friday Night Detention 3.20 pm – 5.20 pm  Students that complete their Friday Night Detention have their next late treated as a 3 <sup>RD</sup> 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

## 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...

November 2016