



Policy Number	No. 006
Implemented	2016
Evaluated	2016
Next Evaluation	2019
Evaluation Group	HLT
Evaluation Frequency	3 years

LATENESS / ABSENCE POLICY

1. RATIONALE

Students' development for life beyond school will be enhanced if Gleeson College clearly upholds the importance of punctuality and meeting responsibilities. Also, students are under the duty of care provided by Gleeson College from the moment they arrive at school until they have completed all lessons and required activities. Therefore, their presence needs to be monitored and recorded.

2. AIMS

- 2.1. To ensure the standard application of procedures and consequences for lateness to school and absence from school.
- 2.2. To promote an understanding about the social courtesies of punctuality and meeting responsibilities.
- 2.3. To ensure that all students are present for the morning notices and can take part in a meaningful and uninterrupted morning prayer.
- 2.4. To promote justice and equity within Gleeson College.

3. BROAD POLICY

It is expected that students be present and punctual for all school requirements so that the College is certain of their movements. Should this not occur for any reason, lateness and / or absence procedures must be followed so that careful and accurate records can be kept and duty of care can be maintained.

4. GUIDELINES

- 4.1 Under normal circumstances, all students are to be at school by 8.35am each morning and are to remain at school until the conclusion of the day, 3.20pm (completion of the last lesson of the day).
- 4.2 If a student is away for any reason, parents are expected to contact the College before 8.40am on the morning of such absence via a Skoolbag App notification, SMS or phone call to Student Services and provide an email or note in the child's diary explaining the absence.
- 4.3 If the student is away and parent contact with the College has not been made, the College will endeavour to contact the parents to obtain details of the absence.
- 4.4 If it is known in advance that the child will be absent for any reason, the Care Group teacher should be notified as soon as possible. In the event of a known extended absence, the Care Group teacher and House Coordinator should be notified in writing where the absence will be noted in the Learner Management System (LMS).
- 4.5 All appointments such as dentist, doctor etc. should be made out of school hours where at all possible.

- 4.6 If a student arrives at school late, between 8.40am and 8.55am
- They should report directly to Student Services with a signed note from their parent / guardian explaining their lateness. This will then be recorded on the LMS with arrival time and reason
 - When reporting to Care Group, the Care Group teacher will record late arrival on the LMS by indicating arrival time and reason.
- 4.7 If a student arrives at school late, after 8.55am
- They should report directly to the Student Services with a signed note from their parent / guardian explaining their lateness
 - Student Services will note lateness on the LMS together with arrival time and explanation of lateness.
- 4.8 If a student arrives at school late, after 8.55am and does not report to the Student Services
- The Subject Teacher will record their attendance on the LMS and ask the student to sign in at Student Services.
- 4.9 Care Group teachers in collaboration with the House Coordinators will check the late reports from the LMS at the end of each week and issue consequences. This will apply to any student who is late on two or more occasions, during the week, without a note, SMS, email or phone call from a parent. Further consequences will be issued for persistent, unexplained lateness.
- 4.10 Students leaving early: Students who need to leave the College grounds before dismissal time must have a signed note from their parent / guardian in their diary, which must be signed by their Care Group teacher and Subject Teacher if leaving during a lesson. Students must then report to Student Services before leaving College and present the signed note. If the student is returning to school on the same day, they then must check back in on arrival to Student Services.


5. BASIS OF DISCRETION

Obviously, there will be extenuating circumstances for some students at times and their lateness will be for reasons beyond their control e.g. transport strike, vehicle accident or breakdown. In these cases, a student will not be unfairly given consequences. Care Group teachers, Student Services staff and House Coordinators should use their discretion in applying consequences for lateness and absence, particularly where a note or phone call verifies that the reason was outside the control of the student or when there are known family circumstances that make punctuality difficult to manage.

6. EVALUATION

The House Leadership Team is responsible for the evaluation of this policy which will take place every three years. The policy should be considered by the College Leadership Team as the key team within the College for Policy Review. They may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy. Should the timetable of Gleeson College alter at any time, this policy will have to be immediately adjusted.

Signed  Principal or delegate

Signed  Chairperson of Board or delegate Dated: 22/02/17

This Policy now replaces all previous versions and evaluations of this Policy.