

HIGHVIEW COLLEGE LATENESS POLICY



Person Responsible – Director of Pastoral Care

Rationale

As part of the ongoing relationship between home and school, we believe that it is a parental responsibility to ensure that students arrive at school at the correct time on each day. Parents may pass this responsibility on to the child if they feel this is appropriate.

Aims

- For parents and students to support the premise that punctuality is an important component of a school's function.
- For all students to be at school at the commencement of each teaching day.
- To support students who are experiencing difficulty with punctuality

Implementation

- School hours are from 8.50 am to 3.15 pm
- Students should go to their locker and organise the books they need for Lessons 1 and 2 before the commencement of class.
- Students should be standing quietly outside their classroom ready to enter when the teacher arrives.
- Students are considered to be late if the Roll Mark has already begun when they enter the classroom.
- Late students should then report to the Front Office to be recorded as arriving late.
- The student may then return to class.
- Pastoral Care Co-ordinators will monitor student lateness as recorded on SEQTA and support students who are regularly late as appropriate for individual cases

Policy developed by Jenny Wardrop – 2011

Updated by Aileen Thomas – 2013

Updated by Marion Martin 2016