

LATENESS TO CLASS

This Policy and Procedure is in compliance with National Code Part D, Standards 10 and 11

Policy

ASC International classes, outsourced to each approved ASC school, such as St Georges Anglican Grammar School (SGAGS), begin promptly. It is important for all students and staff to be at the School well before that time to attend their first class, and to be punctual to every other class throughout the day. Regular, punctual attendance is expected as part of the philosophy of respect and responsibility of the School, and is essential to maintaining academic success. Students should only access their lockers before classes at the start of a day, at Recess, during lunch breaks, and at the end of the day.

Procedure

A student arriving at the School after class commencement must report to the Student Receptionist before proceeding to class. The Student Receptionist, and/or teaching staff, will follow the procedures outlined below.

Accepted Late Arrival to School:

If a parent/carer has called, or has sent a note or email, to explain the reason for the student's lateness (e.g.: a specialist appointment) the student will be given a green slip to take to class and the lateness will be recorded as an accepted lateness.

Unaccepted Late Arrival to School:

If a student arrives late to School without a justified reason, they will be given a blue slip to take to class and be given a warning that further unjustified lateness will result in penalty House points.

Repeated, unjustified, lateness to School will result in penalty House points and either a Recess or Lunch-time 15 minute detention on the same day. Continued, habitual lateness to School must be referred to the TAG Teacher, who will contact the student's parents/carer to discuss, and try to resolve, the matter.

Lateness to class (during the day):

Students and teachers are expected to arrive punctually to classes and be ready to begin work immediately. Students should move quickly to their next class and staff should release their classes in time for the next class to begin promptly at the designated time.

- If a student arrives within the first five (5) minutes of the start time, they must request entry from the teacher and wait until they are invited to enter. This is done to avoid interruption and to minimise disturbance in the class. The teacher will record the student's attendance noting the lateness in minutes and will give the student penalty House points.
- If a student arrives to class more than five (5) minutes late, they will be allowed to enter the class, but may be required to attend out-of-hours classes to make up the lost time. Their lateness will be recorded by the teacher who will also give the student penalty House points.
- If a student is late to school and/or class twice, or more in the one day, they will be placed on in-school suspension and their TAG teacher will contact their parent/carer to discuss ways of resolving the problem.

NOTES TO STAFF:

It is essential that all teachers are ready to start every class on time.

Staff should release students two to three (2 – 3) minutes before the scheduled class-end time so that students can move promptly to their next class. This only applies to classes that do not lead onto recess, lunch or the end of day.

If a student arrives late to class, the teacher is asked to seek out a verifiable excuse but if there is not one, to take the appropriate action dependent on the reason, degree of lateness, and/or regularity of lateness.

Lockers should NOT be accessed between classes. Teachers are asked to address any student seen at the lockers between classes and move them on. In addition, teachers are requested NOT to give students permission to leave class during class time, for any reason except an emergency. This is the policy, but we would ask that you use your discretion in certain circumstances.

If a student is late or misses a class for a verifiable reason, e.g.; assembly practice, the staff member supervising the practice is responsible for verifying the student's lateness/absence. Please endeavour to seek permission from other teacher(s) before or at the beginning of the affected lesson(s) as a courtesy to each other. In general, it is considered a priority for students to be in their scheduled classes rather than elsewhere.

Student's attendance records are maintained daily and reviewed weekly by SGIS.

SGAGS notifies a student when and if attendances reach 95%, 90%, 85%. Where attendances reach 82% SGIS having access to these notices will notify DIBP of the student's attendance record when and if the attendance drops below 80%.

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