



ADDRESSING SCHOOL LATENESS AND ATTENDANCE POLICY

Rationale;

The first bell rings at 8.50am and the children are expected to be in classrooms by 8.50am.

The start of the day includes the important preparation time, as well as critical information to set up for a successful day, which impacts in their learning outcomes and wellbeing.

To assist our students in having a successful and organised start to the day we ask all parents and carers to ensure that students arrive at school by the 8.50am bell.

PROCESS FOR IMPROVING LATENESS

- Week 4 each term review attendance records and identify students who have been late on more than two occasions. Initially the teachers will make informal contact with parents to discuss the issue.
- If lateness continues until the end of week 6 the parent will be contacted requesting they attend a meeting with the teacher and a member of leadership to find a workable solution.
- If patterns of lateness continue from this time a referral will be made in relation to school attendance to our regional attendance officer before the end of the term.

PROCESS FOR IMPROVING ATTENDANCE

- Weeks 4 each term we will review attendance records and identify students who have been absent on more than three occasions.
- Students who are have unexplained absences for 3 or more days in a row are contacted by the Admin Officer.
- Discuss absences with admin staff /teachers. If there are concerns around these absences parents are contacted.
- If absences continues until the end of week 6 the parent will be contacted requesting they attend a meeting with the teacher and a member of leadership to find a workable solution.
- If patterns of concerning absences continue from this time, a referral will be made in relation to school attendance to our regional attendance officer before the end of the term.