



# LATENESS

POLICY - 2016

## **Rationale:**

Schools are efficient organisations that need to run on time. Lateness by students or staff cause unnecessary interruptions and compromise the school's capacity to operate effectively. Unnecessary lateness is therefore not welcome at Coburn Primary School.

## **Aims:**

At Coburn Primary School the aim is to provide a school which runs smoothly and efficiently, and where possible can be depended upon to carry out their professional responsibilities punctually.

## **Implementation:**

### Students

- The times of attendance of students is well known and clearly recorded in the newsletter regularly.
- Students who habitually commence school after the due time, or who are tardy between classes are deemed late.
- Habitually late students will initially be investigated by the teacher first (phone call home) and then referred to the relevant Assistant Principal to follow up the reasons for their frequent lateness.
- Students with reasonable grounds for lateness will be assisted in their personal circumstances by the relevant Assistant Principal as appropriate.
- Students who are habitually late but don't have reasonable grounds for being so, will be managed by the relevant Assistant Principal in a manner consistent with the student code of conduct.
- Student attendance is clearly communicated to parents through student reports.
- Letters are mailed home each term for students who have concerning rates of absenteeism or tardiness.

### Staff

- The attendance requirements of staff are clearly detailed in the various industrial Agreements, in the staff handbook and are well understood. Meeting times are similarly documented and known.
- The hours of the school day are well known, meeting schedules are posted well in advance, and all staff have professional responsibilities to be at the right place at the right time.
- Whilst it is understood that all people can be delayed due to unforeseen circumstances, habitual tardiness is not acceptable.
- Habitual lateness can compromise a teacher's duty of care to their students, is unprofessional, is aggravating to other staff, and fails to recognise the value of other people's time.
- Lateness to class, yard duty or any other student supervisory role is a serious matter and the school will not compromise its duty of care to our students in favour of a late staff member.
- All issues of lateness by staff members must be reported to the Principal who will raise the matter with the staff member in question.
- Habitual lateness by staff as judged by the Principal may quickly escalate to a disciplinary matter, due to issues of duty of care to students.

## **Evaluation:**

- Regular up-dates of lateness of students to the Principal Class Team by the Leadership Team and also discussed at weekly Wellbeing meetings.
- This policy will be reviewed as part of the school's three-year cycle.