



# LATE ARRIVALS/EARLY LEAVERS POLICY

## **Rationale:**

- Punctual arrival at school is important for student learning.
- Having accurate records of students who are in the school at any moment is important.

## **Aims:**

- To keep accurate records of students in the school
- To accurately identify students who are regularly late to school

## **Implementation:**

- Any student not marked present during form assembly is required to sign in at the sub school office
- Students will be expected to have a note from their parents identifying the reason why they are late
- Students will be provided with a 'late pass' and must show this to the teacher of the first class they arrive to.
- Staff who identify late arriving students while marking rolls should ensure students have reported to the front office to collect a late pass
- Students who regularly arrive late will be referred to the relevant sub school for follow up
- Any student leaving prior to the end of the day is required to sign out at the sub school office.
- Students will only be allowed to leave in the company of an official parent/guardian or with a note from their parent/guardian indicating when and how the student will be leaving the school.

## **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

2013