

Process for late to class for Secondary Students

- **Classes begin on the bell**
- **A student is late to class if they turn up after the door has been closed and instruction or roll marking has started**

Teachers to mark the roll at the beginning of the lesson and if a student comes to class after that without a late amendment on the roll (ie. they have been to the office and been seen) they are to be sent to the Principal or Assistant Principal.

Students who are late with a reason will be marked late on the roll with a note of approval in Compass. Teachers will need to check Compass.

Students who do not have a valid reason for attending late will be given an after school detention, marked late with a note of non-approval in Compass. They will then be sent back to class.

The Principal or Assistant Principal will make the amendment of the roll.

The Attendance Officer will be given the names of students with detentions and will ring home to organise the detention with the parent and will inform Year Level Coordinators of the detention, with an email.

Teachers on detention duty will need to let Year Level Coordinators know if a student does not attend.

Year Level Coordinators will meet with the student, determine a course of action and if needed ring the parents for a meeting. Students will not be given endless opportunities to attend detentions without action being taken by the Year Level Coordinator.

All teachers need to be consistent with the process and mindful of creating a culture of respect for learning.

*Notes given by parents that include excuses such as ' he/she slept in' will not be accepted.