



MELBA COLLEGE LATE TO SCHOOL POLICY

RATIONALE:

Lateness by students can adversely affect their educational outcomes. It also causes unnecessary interruptions and compromises the school's capacity to operate effectively. Unnecessary lateness is therefore not welcome at the school.

GUIDELINES:

- This Policy relates to students who begin their school day after the required time. It does not apply to students who arrive late to subsequent classes
- Students and their parents/guardians must be familiar with the starting time of the school day and the required time for students to be in class at the start of the day. These times are available on Compass and the school website
- Students who arrive at school after period one commences are deemed late.

IMPLEMENTATION:

- Students who arrive late to school must sign in using their Compass Card via the Compass portal located in the front office area at both the Junior and senior Campus. If a student does not have their Compass card they are required to report to the Front Office staff to be signed in.
- The consequences for students who are late to school is set out in the Student Code of Conduct
- Should students be experiencing personal circumstances that are resulting in lateness then assistance will be provided by the Year Level Leader and the Wellbeing Team
- Students who are habitually late and do not have reasonable grounds for being late will be managed by the Year Level Leader in a manner consistent with the Student Code of Conduct.

RELATED POLICIES & LINKS:

- Student Code of Conduct
- <http://www.education.vic.gov.au/school/principals/participation/Pages/attresources.aspx>
- <http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx>

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