

# PUNCTUALITY

## POLICY

### **Rationale:**

- The Bundoora College community expects its students to maximise their personal and educational development by making the most of the opportunities provided to them. This includes making the most of all teaching and learning opportunities by being punctual to all classes and college activities.

### **Aim:**

- For all students to be punctual in attendance to all classes and other prescribed College activities.

### **Implementation:**

- Classroom teachers are expected to maintain accurate class attendance and punctuality records in their personal rolls. Teachers are encouraged to take immediate action to challenge all lateness to classes.
- Any student arriving late to Home Group is to be marked late with the number of minutes late indicated on the roll.
- Students arriving after Home Group must “log” their arrival on the electronic late book in the Assistant Principal’s office. The entry will then appear on the electronic class roll. If in doubt, the classroom teacher should indicate lateness, and the amount of class time missed, when marking the electronic roll after class.
- When a reason for lateness can be anticipated, for example a medical appointment, a note signed by the practitioner or a parent is required. Where the lateness cannot be anticipated, a note of explanation must be supplied the following day.
- Lateness to individual classes after period changeovers will result in the class teacher reprimanding the offending student. A second offence will result in appropriate sanction, such as a lunchtime or after-school detention. This sanction will be administered by the class teacher.
- Students who are persistently late to individual classes will be referred to the Team Leader and this will result in an appropriate sanction, such as detentions at lunchtime, or after school. When appropriate, parental contact will be made and strategies devised to resolve the problem. This may include extended after-school detentions. On some occasions senior students may be excluded from class.
- Lateness will be recorded on the rollmark system and 3 instances over the course of a week, or lateness totalling greater than 25minutes over the week, will attract an after-school detention the following week. These detentions are not negotiable and will attract further sanctions if not attended.

### **Evaluation:**

- This policy will be reviewed as part of the school’s Strategic Planning 4 year review cycle.

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

November 2006