



Our Lady Immaculate School

Latecomers and Absenteeism Policy

Rationale The school day begins for children before the first bell sounds. Before this time children have the opportunity to hear mass and mix socially with their fellow classmates. Those children who miss this time can feel pressured before the day even begins.

Aim of policy To maximise student learning opportunities and performance by ensuring that children arrive at school before the first bell sounds.

Implementation

- Parents have a responsibility to ensure that their children arrive at school before the first bell.
- Arriving late often means students miss important introductions to the morning's work causing them to have to catch up and also miss important announcements made during assembly.
- Arriving late can cause students to feel nervous and distressed when having to enter the classroom after lessons have commenced.
- Students are expected to arrive no earlier than 7.15 a.m. and before 7.50 a.m.
- Students arriving after 8.00 a.m. should be accompanied to the office by their parent/guardian, where they will have their name and explanation for being late recorded.
- Students who arrive after 8.15am (when teachers go inside the classroom and record the students' attendance) will be recorded as late arrivals in the electronic roll (Klikks) by teacher or Admin Staff.
- In the secondary sector, students who arrive later than 8.15am will not be allowed to join the first lesson. This will avoid distracting the class.
- A record will be kept of all latecomers and will be reviewed regularly by the SMT to monitor any students who are developing a pattern of late arrival.
- The teacher has a responsibility to ensure where a pattern of late arrival emerges this is brought to the attention of the SMT so that the parents are contacted to discuss a solution to the issue.

Absenteeism

Students who are absent for more than one day are to be given a note from home.



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Students who are absent from three or more days (consecutive or otherwise) within the same month need to present a medical certificate on their return.

Students who are absent for 10 or more unjustified school days are to be reported.

On certain days such as examinations students will need to issue a medical certificate.

To Be Reviewed end of scholastic year 2019-2020