



# Leibler Yavneh College Late Policy

## Rationale

Arriving on time for the start of the school day and lessons is a key component in setting up students for success in their learning.

In the Primary School, the start of the day is used by teachers to outline the schedule for the day, build relationships with and between students as well as activate the brain for that day's learning. Arriving late, even one minute, can increase stress for students which impacts negatively on learning, as well as, a child's sense of belonging and emotional wellbeing.

In the Secondary School, students are encouraged to develop independence and responsibility as life-long learners who are actively involved in their learning and engaged in school activities. Being punctual demonstrates respect for the people, times and schedules of the College and sets students up for success in learning.

## Policy

Students at Leibler Yavneh College must attend school and all activities on time. Students are considered late when they arrive after the scheduled commencement time of school or any school activity.

### IMPLEMENTATION in Primary School

Prep and Year 1 students are late if they arrive to class after 8.30am. They will be required to get a late slip from Reception before entering class.

Year 2 - 6 students who arrive to class after 8.20am are required to get a late slip from Reception before entering class.

If a student **persistently** arrives late, they will be issued with the following consequences:

- For 2 unexplained late arrivals in a week they will receive a 15 minute lunchtime detention
- For 3 unexplained late arrivals in a week they will receive a 30 minute lunchtime detention
- For 4 unexplained late arrivals in a week, in addition to a 30 minute lunchtime detention, Primary Leadership will be in touch with parents/ guardians to work on a resolution.

### IMPLEMENTATION in Secondary School

Students who arrive at school after 8.15am are late and will be required to get a late slip from Reception before entering Tefillah or lessons.

Students who arrive late to school, tefilla or a lesson will be marked as 'late unexplained'. If a student provides a note signed by a parent/guardian containing a valid reason, the College will mark the student as 'late explained'.

Date Issued: January 2020	Last Review: December 2019	Policy Area: Pastoral Care
Prepared by: Sec/Prim Man	Next Review: Dec 2020	



For lessons immediately after recess or lunch, students who arrive after the scheduled commencement time, will be marked 'late unexplained'. Where one lesson immediately follows another, students are provided a 5 minute transition time, after which they are marked 'late unexplained'. Where the teacher determines that late arrival is justified, they will mark the student as 'late explained'.

If a student persistently arrives late, they will be issued with the following consequences:

- For 2 unexplained late arrivals in a week they will receive a lunchtime detention
- For 3 unexplained late arrivals in a week they will receive an afterschool detention and will meet with Head of Year
- For more than 3 unexplained late arrivals in a week, in addition to an afterschool detention, Head/s of Year will be in touch with parents/guardians and the student to develop supportive strategies in affecting positive change.

If the matter remains unresolved, the student and parents/guardians will be required to meet with the Head of Secondary.

Date Issued: January 2020	Last Review: December 2019	Policy Area: Pastoral Care
Prepared by: Sec/Prim Man	Next Review: Dec 2020	