



Leibler Yavneh College Late Policy

Rationale

Arriving on time for the start of the school day, Tefillah and lessons is a key component in setting up students for success in their learning. As an Orthodox Jewish dayschool, Tefillah is an integral part of our ethos and our Jewish practice.

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.

Students who arrive late to school, Tefillah 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'.

Parents/Guardians of students who arrive late are required to provide authorisation of a late arrival to school by making an 'Attendance Note' in Compass as soon as is practicable on that day. This must include a reason for the late arrival.

Where a parent/guardian has not provided a suitable reason, the late arrival will be marked as 'late - unexplained'. The College reserves the right to determine what is considered a satisfactory reason.

We recognise that in some situations, particular students or families will require focussed support to help with the student's punctuality. We will work closely with students or families and involve our pastoral care and wellbeing team when this extra support is needed.

IMPLEMENTATION in Primary School

Primary students who arrive to class after rollcall at 8.20am are required to get a late slip from the Primary Office before entering class.

Classroom teachers will monitor students' punctuality and will follow up with students who are repeatedly late to school with parent/guardian contact.

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Where there are further concerns about a student's frequent late arrival to school, parents/guardians and Primary Leadership Team will meet to discuss a plan to support the student's punctuality. If relevant, the student may be issued with consequences as per the Tahalich for Behaviour.

IMPLEMENTATION in Secondary School

Late to School

Students who arrive at school after 8.15am are late and will be required to sign in for a late slip via the Compass Kiosk at the Nagle Avenue Gate.

Late to Class

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 Present.

Heads of Year will monitor students' punctuality and will follow up with students who are repeatedly late to school or to lessons with counselling, meetings or parent/guardian contact. The student may be issued with detentions or other relevant consequences may be involved as per the Tahalich for Behaviour.

Where there are further concerns about a student's late arrival to school or lessons, the student, parents/guardians and Head of Year will meet to discuss a plan to support the student's attendance at school. The student may be issued with detentions or other relevant consequences may be involved as per the Tahalich for Behaviour.

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

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