
| | |
|-----------------------|---|
| School Policy: | Secondary School Lateness Procedures |
| Development: | 2016 |
| Renewal Date: | 2018 |

At Amaroo School, we promote the value 'Excellence in all that we do and expect'. To support this value, we expect that students arrive at school and to class on time. Every time a student is late to class or truants a lesson, learning time is missed. To minimise the impact of lateness to classes and to provide a deterrent to future lateness or truancy, we request that students catch up on missed work through attendance at after-school AmStudy sessions which enables them to pay back missed learning time and receive additional support to complete classwork.

If a student is late to school or late to class without an acceptable reason:

- If late to school: the student signs in at the Student Engagement Fishbowl, the minutes that the student is late are collected and put into a database. The Student will be given a Pink Slip at the fish bowl to give to their teacher explaining that they are late and that they have signed in.
- If late to class: teachers inform students that they will record the minutes missed and put these into the same database.
- The minutes missed are entered into a database to record the total number of minutes missed per student.
- When a student accrues a total of 60 minutes, they will be requested to attend a scheduled afterschool AmStudy session on Monday afternoons 3-4pm in the Inspire Centre@ Amaroo where they can receive support to work productively on class work or assignments to reduce their balance of time missed back to 0 minutes.
- If a student does not make a genuine attempt to complete work during the afterschool AmStudy session, the time will not be taken from the amount owing.
- Parents/Carers must be notified of the date at which students will pay back owed time and have an agreed plan for how the student will get home afterwards.
- At the end of each term, students can negotiate with their teachers how they will pay back smaller blocks of owed time through AmStudy sessions at B1 or B2.

If a student truants a lesson:

- Parents are to be notified as soon as the truancy is detected.
- The student's attendance record for that lesson is recorded as 'T'.



ACT
Government

Education

Amaroo School

Katherine Avenue

Amaroo ACT 2914

Phone: (02) 61421266 Fax: (02) 61421295



-
- Students are requested to attend the next possible afterschool AmStudy session where they can receive support to work productively on class work or assignments to reduce their balance of time missed back to 0 minutes.
 - If a student does not make a genuine attempt to complete work during the afterschool AmStudy session, the time will not be taken from the amount owing.
 - Parents/Carers must be notified of the date at which students will pay back owed time and have an agreed plan for how the student will get home afterwards.

Students, who have no time owed at the end of the year, will be eligible to participate in end of year Fun Day activities.

Students are awarded Graduation Points for punctuality.