



EASTERN HILLS
SENIOR HIGH SCHOOL

Late to School Guidelines for Students

[Compass](#) > [Teaching & Learning](#) > [School Resources](#) > [School Procedures](#) > [Attendance](#) > [Late to School Guidelines for Students](#)

Eastern Hills Senior High School is committed to providing each student the opportunity to gain an education and achieve their full potential. Attending school is critical for unlocking this opportunity. The school, therefore, values every minute students spend in class.

Increasing numbers of student's arriving late to school has required the school to implement a process to discourage lateness. Students arriving late to class interrupts the teaching and learning program for not only these students but also for the teacher and the rest of the class. The school asks for parent support with this process in assisting students to arrive on time for school and supporting the *Late to School Guidelines* if they do not.

The school understands that there are occasions where there are valid reasons for students to arrive late and that often these reasons are beyond their control. However, the vast majority of late arrivals to school are through tardiness or poor preparation and both of these reasons are preventable.

Reliable attendance and punctuality are employable life skills. Our focus as reflected in our *School Ethos* is to develop the whole child and provide every opportunity for students to engage in the school program so that they can reach their potential. Being on time to school maximises educational outcomes for the student and reduces lesson disruption for the whole school.

When is a student late to school?

All students must be present on campus before 8.45 am. The warning bell for Form is rung at 8.41 am and Form commences at 8.45 am. **Any student who is not in Form class by 8.45 am is considered to be late to school.**

Process for a student who is late to school

The school gate for student entry is closed at 8.45 am. Students who arrive to school after this time are required to enter through the front door of the school.

If the Form period is still in progress, students proceed promptly to Form. If the Form period is over, students will be provided with a late note and directed to proceed promptly to class and provide the late note to the classroom teacher. Students who are late **with a valid reason** and provide **evidence** (medical note, appointment card, phone call, email, text or written communication from a parent/carer) at the time of signing in at the Student Services Centre will be marked as **absent with reasonable cause** for the day.

Students who arrive **without a valid reason** will be marked as **late unexplained** and automatically included on the **detention register** for the day. Parents will be notified by text that the student has arrived late and no reason has been provided and has been placed into detention.

If parents notify the school before 1.00 pm and provide a valid reason for the student being late to school, the student will be removed from the detention register.

In summary

Student arrives at school after 8.45 am



Students signs in at the Student Services Centre.
If Form still in progress student proceeds promptly to Form
If Form period is over student provided with a Late Note



Student provides reasonable cause and evidence for being late to school
Student is entered into *Attendance absent with reasonable cause*



Student provides no valid reason for being late to school
Student entered into *Attendance as late unexplained*



Student moves promptly to their timetabled class, enters quietly, provides late note to class teacher and attempts to independently catch up with the work requirements



Student entered into *Detention Register* for that day
Text Message sent to parent/carer advising student late to school with no explanation

Note:

Reasonable cause relates to circumstances that arise unexpectedly and are often beyond the student's control e.g. school bus arriving late, car break down, family emergency or an appointment that could not be made outside of school hours.

Reasonable cause does not include students arriving late due to sleeping in, visiting the deli before school or in the company of a student driver who is late to school



Student moves promptly to their timetabled class, enters quietly, provides late note to class teacher and attempts to independently catch up with the work requirements



Student attends *detention at lunchtime*

Note:

If a valid explanation is provided by parents prior to 1.00 pm. Students will be removed from the daily detention register