



# LATE ARRIVAL / EARLY DEPARTURE POLICY

## **Rationale:**

- Parents are obliged to ensure that their children arrive at school by the required time of 8.55 and remain at school until 3:15 as per Lynbrook Primary School hours of operation. The *Education Act 1958* requires that children of school age (six-seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director.

## **Aims:**

- To maximise student learning opportunities and performance by ensuring that children arrive by 8.55 a.m and remain at school until the final bell at 3:15 p.m. Many learning opportunities are missed through frequent lateness and / or early departures.
- To encourage students to be at school on time. LPS provides music from 8.45am-9.00am where students are encouraged to attend their classrooms and get ready for the day of learning ahead. School lessons promptly start at 9.00am.

## **Implementation:**

- Education is a sequential process. Lateness or early departures often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Lateness and Early Departures contribute significantly to student failure at school.
- All enrolled students are required to attend school from 8.55-3:15 unless reasonable and valid grounds exist for them to be absent.
- LPS provides music from 8.45am-9.00am where students are encouraged to attend their classrooms and get ready for the day of learning ahead. School lessons promptly start at 9.00am.
- Illness is reasonable grounds for an early departure or lateness, shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school on time and for the duration of the day unless they are ill or if absolutely necessary.
- Parents have a further responsibility to sign students in or out if they are late or depart early and provide explanation to the office staff as to the reason for their lateness/ early departure.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school including late arrivals and early departures.
- All late arrivals and early departures are recorded in Sentral by office staff, are aggregated on our CASES database and communicated to the Department of Education.
- The Department of Education and enrolment auditors may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained lateness / early departures are investigated, and that high levels of lateness/ early departures are adequately explained. (See Form 2 attached).
- The Principal, Welfare co-ordinator or Assistant Principal will contact parents of students with high levels of lateness / early departures, with the view to developing and implementing strategies to minimise these occurrences.
- Ongoing unexplained lateness / early departure, or lack of cooperation regarding student attendance will result in a formal conference being organised. Unresolved lateness / early departures and attendance issues may be reported by the principal to the Department of Human Services.
- Student lateness / early departures and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data including lateness and early departures is reported to the Department of Education and the wider community each year as part of the annual report.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

- This policy was last ratified by School Council in 2018.