



Guideline/Procedure

Guideline/Procedure no:	
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Student Sign-In & Sign-Out

Purpose

To clarify and standardise procedures when a student arrives late to or departs early from the College early, for explained reasons.

Application

To always be used when a student arrives late or has to leave early due to appointment, illness or personal/family reasons.

Procedure

Signing In:

- If a student arrives late to school, the student must go to the office to sign in and collect a late slip.
- A valid note from a parent/carer should provide an explanation for the late arrival of the student.
- This explanation should be entered by the student as the reason for lateness when signing in – no student should select 'Unexplained' as a reason.
- Students must present their printed late note to their first teacher for the day.
- It is **not** the responsibility of the office admin staff to track data relating to student lateness and attendance. If a student is consistently late to school, homeroom teachers are expected to speak with the student for an explanation, as well as contacting parents/carers. This can be done through the school diary, via email or phone.
- Leaders of Wellbeing and the *Assistant Principal – Wellbeing* will step in to offer further support if patterns of lateness / absence emerge.

Signing Out:

- If a student needs to leave early, they must be signed out via the front office by a parent/carer.
- Parents/carers are encouraged to send a note with their child if they wish to pick them up early. This will give the student time to obtain a green note from their Leader of Wellbeing and be down ready and waiting by the desired time in the front office for the parents to collect. If a note is not sent then the parent/carer will be required to wait while the child is sent for.
- If a parent/carer is not the one signing the child out, confirmation must be given by the parent/carer to the school indicating who will be collecting the child; and/or instructions given outlining other arrangements

(i.e. child to walk to an appointment). In this case the child must still obtain a green note from the Leader of Wellbeing.

- If a student signs out early and returns within the day, they must report back to the office to sign back in.

Consequences

Consistent lateness to school or refusal to follow appropriate sign in and sign out procedures will result in time being made up during an afternoon detention. This consequence can only be administered by the relevant Leader of Wellbeing or the *Assistant Principal – Wellbeing*.

Senior students who drive to school and present late to school on a regular basis, will face additional consequences, again at the discretion of the relevant Leader of Wellbeing or the *Assistant Principal – Wellbeing*.

Enquiries

Enquiries about this policy must be made with the *Assistant Principal – Wellbeing*.