



POLICY	PROCEDURE
Procedure Name	Late Arrival/Early Departure Procedure
Related Policy	Attendance Policy
Policy Category	Attendance (3.8)
Related Procedures & Registers	Register of Daily Attendance Procedure Daily Attendance Sign In Sheet Daily Attendances Register Monitoring Daily Attendance/Absence Procedure
Date of Issue / Last Revision	12 August 2016 10 March 2017 – Re-formatted 30 March 2018 13 July 2018 14 September 2018 9 October 2018 4 April 2019
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Late Arrival/Early Departure Procedure

It is expected that the Central Coast Montessori Primary School (CCMPS) children attend school regularly, be in attendance on time for the start of the school day and participate fully and effectively in all educational opportunities in the school. CCMPS recognises the direct relationship between regular punctual attendance and the achievement of positive learning outcomes for students.

Parents/Guardians and students are responsible to ensure that a student enrolled at CCMPS arrives on time for the start of the school day.

All students are required to be on time and in the environment (classroom) ready for work by **8.45am**.

Between 8.30am and 8.45am students can enter through the wooden gate and into the outdoor area. Students are welcome to gather in the outdoor area and quietly socialise in preparation for entry into their environment. At 8.40am a staff member will sound the singing bowl and students will be invited to enter their respective environment (Kanyini or Laniakea) via the outside glass doors. Once inside, students are required to mindfully put their shoes and bags away in preparation to begin work at **8.45am**.

Students are welcome to enter their respective environment and begin work prior to **8.45am** if they choose. The environment outside doors will be open from 8.30am. Students are not invited to enter their environment prior to hearing the singing bowl unless they intend to start their work.

The wooden gate is closed at **8.45am** by an Administration staff member.

Students Arriving Late to School (School hours are from 8.45am – 2.45pm)

Students arriving after **8.45am** are considered late and are required to report to the Administration Office WITH their parent/guardian. The parent/guardian is required to complete the 'Late Arrival' information on the *Daily Attendance Sign in Sheet*, stating arrival time, valid explanation of why they are late and signature.

Late Arrival/Early Departure Procedure (continued):

A 'Late Slip' (Attendance Appendix E) is also to be completed, the student will take this late slip with them for entry into their environment. Students with late slips are able to enter through the wooden gate once a staff member has opened the gate for them. Parents/Guardians are not invited to open the gate. Once students enter through the wooden gate they are to wait at the outside glass door of their respective environment (Kanyini or Laniakea) until they are invited to enter their classroom by a staff member. The staff member will ask the student for their late slip. Students without a late slip will be asked to return to the Administration Office to get one.

Parents/Guardians are requested not to accompany their child through the wooden gate as to maintain the integrity of the morning work cycle. The door in the Administration Office is not to be used by students or parents/guardians to access the environments.

The Administration Manager or delegate has the responsibility of marking the student's attendance and late arrivals on the *Daily Attendance Sign in Sheet*.

In accordance with the NSW Department of Education requirements, the *Daily Attendance Sign in Sheet* and *Daily Attendances Register* are to be marked as a **Pa** (partial absence) with the time of arrival, for those students arriving into class after **8.45am**. CCMPS expect that late arrivals are an unusual occurrence rather than a regular one.

Students Departing School Early (School hours are from 8.45am – 2.45pm)

If students are required to leave school during the day, eg. doctor's appointment, sickness etc, the parent/guardian is required to notify CCMPS staff prior to collecting the student. Parents/Guardians can notify the Admin Office by submitting a note on the Parent Communication form on Transparent Classroom, in person (prior to the early departure) or by telephone (02 4333 4787). Administration staff are responsible for informing the Head Guide, prior to the student being collected.

Students departing school prior to **2.45pm** are considered early departures. Parents/Guardians are required to report to the Administration Office to complete the 'Early Departure' information on the *Daily Attendance Sign in Sheet*, stating the collection time, explanation of early departure and signature. A member of the Administration staff will collect the student from their environment (classroom), bring the student to the Administration Office via the wooden gate and hand them over to their parent/guardian.

CCMPS expect that early departures are an unusual occurrence rather than a regular one. In accordance with the NSW Department of Education requirements, the *Daily Attendance Sign in Sheet* and the *Daily Attendances Register* are to be marked as a **Pa** (partial absence) for those students leaving school before **2.45pm**.