

Biloela State High School

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LATE TO SCHOOL PROCEDURE

Student arrives at office between 8:55am and 9:05am.

Student arrives after 9:05am with parent explanation (note / in person / phone call).

Student arrives at school after 9:05am with no valid explanation.

Student goes to care group. Care group teacher issues appropriate consequence. Office issue a late slip.
Student sent to class.
Office record on ID Attend.

1st occurrence in a term

Office issue late slip. Send student to class. Office send SMS to parent/carer informing them of student late arrival and request contact from parent to explain absence.

2nd occurrence in a term

Office issue late slip. Student sent to class.

Office send SMS to parent/carer informing them of student late arrival and request contact from parent to explain absence.

Office contacts Year Coordinator.

Year Coordinator meets with student to discuss lateness.

3rd occurrence in term

Office issue late slip. Student sent to class.

Office send SMS to parent/carer informing them of student late arrival and request contact from parent to explain absence.

Office emails contacts Year Coordinator.

Year Coordinator calls home to discuss with parent/carer.

Office issue student lunch time detention in room managed by HoD.

3 times + in a term

Office issue late slip. Student sent to class.

Office send SMS to parent/carer informing them of student late arrival and request contact from parent to explain absence.

Office issue student lunch time detention in room managed by HoD.

Office contacts relevant Year Coordinator and Deputy Principal about continued late arrival.