



## Mount Gravatt State High School

### Unexplained Late To School Policy (updated January 2016)

Students arriving after 8.30am will need to have a late note from home. If the student arrives late to school, he/she is to report to the School Administration to receive a late to class pass. Students whose repeated lateness remains unexplained will be tracked by the Dean of Students.

Each term, at three unexplained late arrivals and/or a total of 60 mins unexplained lateness, students will be given an afterschool detention from 2:40 pm to 3:40pm.

The attendance data will be collated each Friday followed by student and parent notification of the afterschool detention to occur the following Thursday afternoon.

#### Procedures

- Students will start with a “clean slate” at the commencement of each term.
- A form letter will be emailed to parents.
- Students who fail to attend the afterschool detention will be referred to the appropriate Deputy Principal. Consequence could include in-school suspension and/or additional afterschool detentions.
- Once the detention is completed the absences will be updated to indicate they are now explained in IDAttend.