



# المدرسة المركزية The Central School

## LATE ATTENDANCE POLICY

### OBJECTIVES

1. To ensure that children who use their own transport report to school on time.
2. To monitor and regulate the timings of the arrival of school buses on a daily basis.
3. To record and maintain documentation of those students who are late.
4. To inculcate a sense of responsibility and punctuality in students.

### RESPONSIBILITY OF THE MANAGEMENT

1. To maintain a record book (at Gate 1) noting late students
2. The Supervisors take note of those children who are repeatedly late and then take appropriate action.

### OUTLINE

- It is imperative that students come to school on time – 7:00 A.M. However, in matters of emergency (medical tests, consular services etc) prior permission must be obtained from the Principal or the Vice Principal for late arrival.

### PROCEDURE

1. The security guard on duty at the gate registers the name and grade of the late comers and the time of arrival.
2. The admin officer records all details and sends it to the Principal, Vice Principal and the HOS, highlighting the transport used, reason for being late and a note of how many times the student has been late that term.
3. The HOS then follows up with the children in their department:
  - **Grades 5-12:** Students who are late more than once report to their respective HOS before attending class to explain the reason for being late. The HOS then checks if the student has been late earlier and requests him/her to report to school on time.
  - Students who are late for 2<sup>nd</sup> time will be given latecomer slip and even 3<sup>rd</sup> time the students repeat it will be given warning along with latecomer slip.

- If the students are late more than thrice in a term, 4<sup>th</sup> time the parents are called and the necessary action are taken.
4. **Kindergarten and Grades 1-4:** In the Primary Section if the student is late more than thrice the HOS speaks to the parent concerned and the student on the importance of being responsible and attending school on time. A record is maintained of students who are regularly late.
- Students who are late for 2<sup>nd</sup> time will be given latecomer slip and even 3<sup>rd</sup> time the students repeat it will be given warning along with latecomer slip.
  - If the child is late more than thrice in a term, the supervisor calls the parent and discusses the importance of being on time with them.
5. If yet there are any offenses, the parent is called to meet with the Head Primary or Vice Principal.
6. If the child is late more than 3 times in a term, in order to instill a sense of responsibility in the child, a letter is sent to the parents and the child may be kept back on the optional days for detention.

### **FOLLOW UP PROCEDURE**

For repeated late comers, the HOS work in collaboration with parents to arrive at solutions. Solutions are most often simple such as suggesting that children sleep earlier so that they wake up on time. For instances when parents find it a problem to drive, it is often suggested that children who use their own transport should carpool. This reduces the tension and stress of getting children to school on time. Sometimes, parent/student sessions are referred to the counsellor.