

LATE ATTENDANCE POLICY

AY 2023-24

Policy No.: TIADPolicy_Academics_2021/18

Policy created in October 2019

Policy Reviewed in April 2020, April 2021, April 2022 and April 2023

Policy to be reviewed again in April 2024

OBJECTIVES

To:

- ensure that children who use their own transport report to school on time.
- monitor and adjust the timings of the arrival of school buses on a daily basis.
- record and maintain documentation of those students who are late.
- instill a sense of responsibility and punctuality in students.

RESPONSIBILITY OF THE ADMINISTRATION

To:

- maintain a record book (at the reception) noting late students
- ensure that Heads of Sections take note of those children who are repeatedly late and then take appropriate action.

SUMMARY

It is imperative that students come to school on time at 7:40 a.m. However, in matters of emergency (medical tests, consular services etc.) prior permission must be obtained from the Head of Section concerned for late arrival.

PROCEDURE

- The security guard at the gate registers the name and grade of the latecomers and the time of arrival.
- The Section Head then follow up with the children in their department on the reason for being late and make a note of how many times the student has been late that term.
- A record is also maintained in the student's school diary.

GRADES 1-12

- Students who are late report to their respective Heads of Section before attending class to explain the reason for being late. The Head of Section signs the Record of Late Arrivals in the school diary.
- If the student is late for more than three times, the Head of the Section speaks to the parent concerned. A record is maintained of students who are regularly late.
- If yet there are any offenses, the parent is called to meet with the Head of the Section.

· If the child still continues to report late to school, in spite of meeting the Head of the Section a letter is sent to the parents by Head of Section/ Principal. Parents and students will be called for a meeting with the Principal. Parents and students sign a pledge not to repeat the offense. Lateness will be noted in the student's progress report.

FOLLOW UP PROCEDURE

For repeated late comers, the Head of Sections 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. Sometimes, parent/student sessions are referred to the Counsellor.

Regards,



SHINY DAVISON

Principal