



مدرسة دلهي الخاصة ذ.م.م. DELHI PRIVATE SCHOOL L.L.C

LATE ATTENDANCE POLICY

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 7:35ttom 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 late comers 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.

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.

GRADES 1-10

- 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, inspite of meeting the Head of the Section aletter is sent to the parents by Head of Section/ Principal. Parents and student will be called for a meeting with the Principal. Parents and students sign a pledge not to repeat the offence. Lateness will be noted in the student’s progress report.

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