



## POLICY ON LATECOMERS

Introduced: December 2015	Revised: March, 2023
Previous review : March, 2021	Next Review : March 2025
Implemented by: Principal	

### PURPOSE:

The purpose of this policy is to establish the attendance requirements and to ensure that pupils are reporting to school according to the bell timings.

### POLICY:

Students are expected to attend school on every instructional day in the ADEK school calendar. It is the duty of parents/ guardians to ensure that students reach school on time every day.

- Morning reporting bell 7:40 am.
- Class Teachers' period begins at 7:45 am.
- Students report to their respective classes by 7:45 am.
- Staff/Students coming after 7:45 am are considered LATE.
- Their time of arrival will be registered of at the school office.
- If a student is coming late for the first time then a verbal warning will be given by the class teacher.
- If a student repeats it for two or three consecutive days then the matter will be reported to the respective supervisor and the supervisor will inform the parents over the phone that the child must reach school before 7:45 am.
- If a student is late for more than three days then a written letter will be mailed from the Principal to the parents and then the child can be marked absent or could be suspended for one day from the school.
- Teachers are always reminded to encourage pupils to be punctual and regular at school.

Principal's Approval	
Revised Date	March, 2023

