

RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS, SHARJAH

POLICY ON LATE ATTENDANCE

The aim of this policy is to ensure that students are attending all classes and activities on time that result in their understanding of the curriculum and the subjects being taught.

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 noting names of the students who are late to school.
2. Notifying in the School Calendar in the late comer corner.
3. The Supervisors take note of those children who are repeatedly late then take appropriate action.

OUTLINE:

It is imperative that students come to school on time – 7:25 a.m. Morning assembly will conduct at 7:30 a.m. However, in matters of emergency (medical tests, consular services etc.) prior permission must be obtained from the Supervisor concerned for late arrival.

7:30 am the school gate will be closed. (Parents who want to come to Administration/ Office will be allowed to enter the office after 7:50 am .

PROCEDURE:

- 1) The security guard/Duty teacher on duty at the gate registers the name and grade of the late comers and the time of arrival.
- 2) The teacher informs to the respective Vice-principal.
- 3) Vice-principal who in turn notifies the Supervisor and class-teacher.

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- 4) **The Supervisors 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.**

a-Grades 5-12: Students who are late more than once report to their respective Supervisors before attending class to explain the reason for being late. The Supervisor then checks if the student has been late earlier and reminds him/her to report to school on time. If a child is late more than three times in a term, the Supervisor calls the parent and discusses the importance of being on time with them.

- a. **Kindergarten and Grades 1-4: In the Primary Section if the student is late for more than three times, the Vice-principal or the Supervisor 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.**
- 5) **If the offence continues, the parent is called to meet with the Principal/ Vice-principal**
- 6) **If the child is late more than 3 times in a term, in order to instil a sense of responsibility in the child, a letter is sent to the parents. Parents and student will be called for a meeting with the Principal. The parents and student sign a pledge not to repeat the offence. Tardiness will be noted in the student's progress report.**

FOLLOW UP PROCEDURE:

For repeated late comers, the Supervisors work in collaboration with parents to arrive at solutions. Solutions are most often simple such as

1-suggesting that children sleep earlier so that they wake up on time.

2-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.

3-Advice parents to relocate near school area

Sometimes, parent/student sessions are referred to the Counsellor.



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