



LATE ATTENDANCE

GEMS MILLENNIUM SCHOOL, SHARJAH

REVIEWED IN: JANUARY 2017 & MARCH 2019

POLICY ON LATE ATTENDANCE

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 names of the students who are late to school.
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 – 7:25a.m. However, in matters of emergency (medical tests, consular services etc.) prior permission must be obtained from the Supervisor concerned 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 guard sends a daily report to the Headmistress who in turn notifies the Head of Section and the Supervisor.
- 3) 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.



- b. **Kindergarten and Grades 1-4:** In the Primary Section if the student is late for more than three times, the Head Primary 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.
- 4) If the offence continues, the parent is called to meet with the Head Primary or Headmistress.
- 5) 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 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.