



## Policy for Late Coming Students

### Introduction:

At The Elite School, we value punctuality as an essential part of a student's education. Timely arrival to school ensures a smooth and organized learning environment, allowing students to make the most of their educational experience. This policy outlines our guidelines regarding late arrivals to school.

### Procedure:

- School Timings and Bell:**
  - The school starts its academic activities promptly at 7:45 am.
  - A school bell will be rung to mark the beginning of the school day.
- Class Teacher Period:**
  - The Class Teacher's period commences at 7:45 am.
  - This is an important session for class organization and daily communication.
- Student Arrival Time:**
  - All students are expected to arrive at their respective classes by 7:45 am.
- Late Arrival Registration:**
  - Students who arrive after 7:45 am must register their time of arrival at the school office.
- Verbal Warning for First-time Latecomers:**
  - For students arriving late for the first time, the Class Teacher will issue a verbal warning.
- Repeat Late Arrival:**
  - If a student repeats late arrival for two or three consecutive days, the matter will be reported to the respective Supervisor.
- Parent Notification:**
  - The Supervisor will contact the parents by phone to inform them of their child's repeated late arrivals.
  - Parents will be reminded of the school's start time (7:45 am).
- Continued Late Arrival:**
  - If a student continues to arrive late for more than three days, the Principal will take further action.

- A written letter will be mailed to the parents by the Principal, emphasizing the importance of punctuality.
- The student may be marked as absent for the day or suspended from school for one day.

**Note:**

- Teachers are encouraged to motivate and educate students about the significance of punctuality.
- We believe that being punctual and regular at school not only ensures students make the most of their education but also cultivates essential life skills.

By adhering to this policy, we aim to instill the value of punctuality in our students, preparing them for a responsible and disciplined future.

**UPDATED AND REVIEWED  
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