

POLICY NAME:	LATE COMER POLICY				
APPROVAL AUTHORITY:	PRINCIPAL	ADOPTED:	MARCH 2018	REVIEWED:	MARCH 2019
RESPONSIBLE EXECUTIVE:	VP / SUPERVISORS	REVISED:			
RESPONSIBLE OFFICE:	ADMIN/ACADEMIC	AVAILABLE:	IN THE LIBRARY, WEBSITE, CS APP		

DISTRIBUTION LIST: -

- **Principal**
- **Vice Principal**
- **Supervisors**
- **Academic staff**
- **Admin staff**

Objective: To promote a habit of being on time to the school.

Responsibility: Principal

Responsibility: Teachers on duty

Time frame: Daily (to be reviewed before end of the week)

Monitor and Evaluate: Supervisor

All those who come late to school will be dealt with strictly.

Coming to school after 7:40am:

1. 1st, 2nd & 3rd instances of late coming, late mark message will be sent as SMS.
2. At 4th instance of late coming, parent is informed through telephone.
3. At 5th instance of late coming: parent will be called to have a meeting, so as to understand the reason for consistent late coming and how it can be corrected.