



مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

Tardiness Policy

At New Horizon School, punctuality is an essential aspect of academic success. The school is committed to cultivating discipline and responsibility in students to ensure that they become exceptional individuals in their future endeavors. Therefore, the school has instituted a Tardiness Policy to ensure that students understand the seriousness of punctuality.

A student is considered tardy if he/she is not in their classroom when the bell rings, regardless of the reason for the delay.

The school requires all students to be in their respective classes and ready to start the day at the designated time, which is 7:25 am.

Procedure

All students that report to school after 7:25 am adhere to the following procedures to be admitted to class:

1. If a student is late he/she should collect a Late Arrival Pass from the Security at the Gate and a log will be maintained at the Gate by the security officer.
2. The Late Arrival will be reviewed by the Class Teacher and approve the type of Tardiness which is Excused /Unexcused.

Consequences of Tardiness(Unexcused)

The consequences of tardiness may vary depending on the school's discretion. However, at New Horizon School, the following measures shall be taken:

First Tardy : The teacher will issue a **verbal warning** to the student.

Second Tardy: If a student is tardy for the second time, the Class Teacher records the tardiness and sends a **Diary Note** to the parents informing them of the student's tardiness.

Third Tardy: If a student is tardy for the third time, The teacher will refer the student to **counsellor** and a **written warning** will be sent home with the student.

Fourth Tardy: A **meeting** will be scheduled between the **teacher, school counselor, student, and parents/guardians** to discuss the tardiness habit and to work towards resolving the issue. An attendance plan will be implemented to track the student's attendance and progress.

Fifth Tardy: If a student is tardy five times during the term, A **letter and a meeting** will be scheduled between the student's parents/guardians, Counsellor and the **Principal** notifying them that the student has exceeded the allowable number of tardies.

Sixth Tardy: After the sixth tardy, The student will face further disciplinary action, such as MOE notification

Students who are tardy without a valid reason will receive additional consequences, including disciplinary measures.

Excused / Exempted Tardies:

Extreme weather conditions, transportation problems, or a family emergency may excuse tardiness and will not count towards the above plan. However, students will still be responsible for making up missed work.

Communicating Tardiness:

Parents/guardians will be notified of any tardiness through the student's Diary/Email.

Importance of Punctuality:

New Horizon School believes that consistent attendance is necessary for academic success.

We urge all parents/guardians to ensure their children arrive on time to school every day.

We appreciate your cooperation and assistance in ensuring our school's environment is conducive to effective and enjoyable learning.

Reviewed on 01/10/2023

Name : _____

Sign : _____