



The Apple International School, Dubai

مدرسة التفاحة العالمية – دبي

Late- To- School Policy

- Definition:
 - Students who reach the school after the first bell has been sounded shall be termed as Late Comers.

- Follow Up Protocol
 - ❖ A late comers Register is maintained at the reception, to note down the defaulter's names.

 - ❖ The student needs to get a late coming slip from reception, to enter the class. A note in the diary is also made (last pages of the school diary)

 - ❖ The late comer's register is shown to the Principal and Vice Principal on a daily basis.

- ❖ Being late for the first time is dealt with a verbal warning given by the Vice Principal/ Supervisor.
- ❖ If a pupil comes late for the second time, the Supervisor speaks to the parent telephonically, and arranges for a meeting.
- ❖ A letter is issued on repetition a third time, and a note is made in the Student Record.
- ❖ Continuous late coming could result in suspension from school.



Ms. Pranjala Dutta
Principal
The Apple International School, Dubai

Enacted and enforced: The 15th day of November 2015

Reviewed annually

Last date of Review: 27 August 2017