



**The Apple International School
Dubai**

ATTITUDES AND BEHAVIOUR

Guiding Principles and Protocol

Late Coming Students: Follow Up Protocol



The Apple International School Dubai

Definition:

Students who reach the school after the registration bell shall be termed as Late Comers.

Follow Up Protocol

- The Late Attendance Calendar page in the students' school diary is marked by the Prefectorial Board and the Attendance and Punctuality Monitors.
- A note in the school diary is also made on the Late Attendance Record Page.
- The Prefectorial Board and the Attendance and Punctuality Monitors also takes charge to remind the students on the importance of being regular and punctual to school.
- Late Comers' Register is maintained at the reception to note down the defaulters' names.
- The late comers are issued a slip at the reception in order to enter the class.
- The Late Comers' register is reviewed weekly by the Senior Leadership Team.
- Being late for the first time is dealt with by a verbal warning given by the Section Head.
- If a child comes late for the second time, the Section Head speaks to the parent telephonically.
- A letter is issued on the third repetition and a note is made in the Student Record.
- Continuous late coming could result in suspension from the school.



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Ms. Jaya Menezes
Executive Principal
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