



Late Students Policy Chart

Step No.	Procedure	Responsible Personnel	Timeline
1	Side doors close at 7:30 am	Security	7:30 am
2	Duty teachers remain at side door till 8 am	Duty Teachers	7:30 am - 8:00 am
3	Security directs late students to reception	Security	From 7:31 am
4	Late students collect Late slip from reception	Reception Staff	Upon arrival at reception
5	Social Worker (SW) records all late students	SW	Ongoing throughout the morning
6	Late students proceed to center playground (side area)	Students	After collecting Late slip
7	Ms. Nafisa collects late slips and conducts separate assembly	Ms. Nafisa	8:00 am
8	Late students join their respective classes after assembly	Ms. Nafisa	After assembly
9	Ms. Nafisa provides late slips to supervisors	Ms. Nafisa	After students join classes
10	Final attendance check by supervisors	Class Supervisors	By 8:00 am
11	SW checks attendance in the school system	Social Worker (SW)	Ongoing throughout the morning
12	IT sends absent/late SMS to parents	IT Department	Immediately after attendance check
	Note: Class teachers must complete attendance on paper and school system before going to assembly.	Class Teachers, Supervisors	Before going to assembly

This chart outlines the detailed procedures and responsibilities for handling late students, ensuring a systematic and efficient process. Adherence to these steps will help maintain discipline and streamline attendance tracking.

Regards,

Principal Samantha Bateman

Accepted by

Name & Signature: _____

Date: _____