



AICS / C /52-2024

Circular

November 27, 2023

## **CONSEQUENCES OF LATE ARRIVAL TO SCHOOL**

Dear Parents,

At AICS, we are committed to providing a safe and conducive learning environment for all our students. Punctuality is an essential aspect of maintaining this environment, as it ensures that classes and activities run smoothly and efficiently.

We had sent a circular earlier, dated October 25<sup>th</sup> regarding the **issue of late arrival**. However, we find that the number of students arriving late for school is continuing. We understand that occasional tardiness can be due to unforeseen circumstances, **but consistent late arrival can have a negative impact on your child's education even during assessment**. Therefore, we would like to remind you of the consequences of late arrival at school.

This has become a major cause of concern for the school.

- Children arriving late are marked absent by the system as it does not accept any edit after 7:35am.
- Due to which our attendance percentage for the whole school is going below the expected parameters laid by the regulators.
- Loss of quality learning time for children

Keeping above mentioned in mind, the school is taking a strong step of not allowing any students after 7.30am. The gates will be closed, this is applicable from Tomorrow, Tuesday, 27<sup>th</sup> November 2023.

**Students should reach their classrooms by 7.25 am. There will be staff to take care of them.**

**Kindly make a sincere note that students will not be allowed to go straight to the classes from the arrival point if they reach later than 7:30am. As per the SOP shared earlier, late**

comers need to go to the reception, collect the late arrival slip and submit that slip to their Section Heads to keep a record.

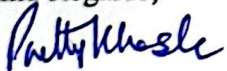
Please find below the extract from the KHDA- Parent School Contract signed by all the parents. The school will be abiding by the same and request all the parents to follow the guidelines for arrival.

Extract from KHDA Parent school Contract signed by parents

| Offence  | Frequency  | Implications  |
|--|--|---|
| Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day | The first five(5) incidents of tardiness in a short period of time such as a month or an academic term | Written warning to student and notify parents.<br><br>Tardiness will be noted in the students' progress report.   |
|  | Up to an additional three (3) instances of tardiness in a short period of time, such as a month        | Parents and student to be called to a meeting with the principal or a designated person by the principal.<br><br>Parents and student to sign a written pledge not to repeat the offence.<br><br>Tardiness to be noted in students' progress report.   |
|  | Any additional incidents to the above  | At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> <li>• Community hours at the school.</li> <li>• Detention during school hours.</li> <li>• A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li> </ul> |

Thank you for your cooperation in this matter. Together, we can help our students develop good habits that will serve them well in their academic and personal lives.

Kind Regards,



Pretty Khosla  
Principal