

POLICY FOR LATE ARRIVALS

THREE LATES IN A TERM

From : **Administration**
To : **Parents**

Respected parents!

This is to remind you the late policy of the institution.

1. **First late** – A verbal warning will be issued to the child. (Note in homework diary)
2. **Second late** – Parents will be invited to the school to discuss the problem.
3. **Third late** – Child will not attend classes on that day. (Parents will be requested to receive their child)

