



## Objective:

To promote punctuality and ensure that students arrive on time to school and classes, supporting a disciplined, productive, and respectful learning environment.

## 1. Policy Overview

Punctuality is crucial to the academic success of students and the smooth functioning of the school. This policy aims to foster a culture of responsibility, time management, and respect for others' time. The school will work collaboratively with students, parents, and staff to address issues of tardiness, with appropriate support and interventions.

## 2. Expectations

- **School reporting Time:** Students should report to school by 7:40 am.
- **School Start Time:** School begins at 7:45am every day. All students are expected to be in their classrooms by this time. Attendance will be marked between 7:45 to 7:50am.
- **Late Arrival:** A student is considered late if they are not in their classroom when the bell rings.

## 3. Procedures for Addressing Tardiness

### a. Identifying Causes of Tardiness:

- The school will track and analyze patterns of tardiness. Teachers will record and report frequent late arrivals.
- Students who arrive late must sign in at the main office and provide a reason for their tardiness. If the cause is an ongoing issue, the school may reach out to parents/guardians.

### b. Clear Communication of Expectations:

- The school will provide clear and consistent communication regarding the importance of punctuality. This will include announcements, classroom discussions, and written notices to students and parents.
- Students and parents will be made aware of this policy at the start of the academic year.



## 4. Consequences for Tardiness

### a. Minor Tardiness (1-3 occurrences per term):

- **First Instance:** A gentle reminder or verbal warning by the teacher.
- **Second Instance:** A written warning and reminder of the school's tardiness policy.
- **Third Instance:** The student will be required to meet with the school counselor or principal to discuss the reasons behind the tardiness.

### b. Moderate Tardiness (4-6 occurrences per term):

- **First Instance:** Parent or guardian notification via email or phone call to discuss the ongoing tardiness.
- **Second Instance:** Student will be required to complete a reflection assignment on the importance of punctuality.
- **Third Instance:** A meeting with the student, parents/guardians, and a school counselor or principal to explore underlying causes and develop a corrective plan.

### c. Chronic Tardiness (7 or more occurrences per term):

- **First Instance:** A formal written notice will be sent to the parents/guardians.
- **Second Instance:** Detention after school hours may be assigned as determined by the school administration.
- **Third Instance:** In cases of persistent tardiness and If tardiness is part of a larger pattern of misbehavior, suspension could be seen as a way to emphasize the seriousness of the issue.

## 5. Support for Students

- **Time Management Resources:** The school will offer time management workshops or resources for students struggling with punctuality due to poor planning or disorganization.
- **Morning Programs:** The school may offer early study sessions to encourage early arrivals.



## 6. Inclusive approach

In order to ensure equitable access to education for all students, the school will provide appropriate accommodations for students with special needs who experience challenges in arriving on time. Recognizing that certain disabilities may impact a student's ability to adhere to standard arrival times, the school will work collaboratively with parents, guardians, and relevant support staff to identify specific needs and make necessary adjustments to the tardiness policy. These accommodations may include individualized supports that help students engage successfully in their learning environment.

## 7. Incentives for Punctuality

To encourage good habits, students who maintain perfect punctuality for a term will be rewarded. Incentives may include:

- Public recognition in assemblies.
- Certificates or awards.
- Special privileges or access to school events.

## 8. Communication with Parents/Guardians

- **Early Notification:** Parents/guardians will be notified via email or phone call if their child has been tardy as mentioned in point 4 - Consequences for Tardiness.
- **Parental Involvement:** Parents will be encouraged to work closely with the school to help address recurring tardiness issues.

## 9. Monitoring and Review

- The policy will be reviewed each year to assess its effectiveness in reducing tardiness.
- Adjustments to the policy will be made as needed based on feedback from students, staff, and parents.



REF: EFIA /PLCY/INTERNAL

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## **Conclusion:**

This Tardiness Policy is designed to create an environment where punctuality is valued and supported. The school is committed to working with students and families to understand and resolve the underlying causes of tardiness while promoting responsibility, respect, and academic success.

This policy ensures a structured, fair, and supportive approach to addressing tardiness, creating an environment where punctuality is fostered while being sensitive to students' needs.

## **POLICY REVIEW**

EFIA Management reserves the right to amend this policy as required.



  
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