



Importance of Punctuality, Regular Attendance and Use of New ID Cards

Circular No: HB/AC/25.26/10

Dated: 24/04/2025

Dear Parents,
Greetings

We extend our sincere gratitude for your continued support in the holistic development and academic success of your children. At Habitat, we remain committed to maintaining a disciplined, efficient and learner-friendly environment that supports the overall well-being and progress of every student.

Based on feedback and observations from the last academic year, we have identified certain areas that require greater attention and consistency. In the interest of maintaining the high standards we all strive for, we request your kind cooperation in adhering to the following guidelines;

Regular Attendance

- Attendance plays a crucial role in the academics and emotional growth of students.
- Parents are urged to ensure their wards attend school consistently and avoid absences unless due to valid reasons such as illness.
- Regular attendance not only contributes to better academic performance but also strengthens student engagement and a sense of routine.
- If a student must be absent, a written communication should be submitted to the class Teacher and Section Head for record and approval.

Punctuality in School Arrival

- All students are expected to arrive at school no later than 7:20 AM.
- Timely arrival ensures that students are settled and mentally prepared for the day ahead, while also supporting a calm and organized start to the school's daily activities.
- Late arrivals can cause unnecessary disruption to the learning environment and lead to missed instruction.

Late Arrivals Policy: If a student arrives late to school;

- Parents will be required to meet with the staff at the arrival gate.
- Three instances of late arrival will result in one day of leave for the student.
- Further delays will invoke the Behavior Management Policy.

Avoiding Early Pickups

- We strongly discourage early pickups unless there is an emergency or a pre-approved reason.
- Frequent early pickups interrupt class flow and hinder the teaching-learning process.
- It is essential that students remain in school for the full duration of the academic day to benefit from the complete learning experience.
- We kindly request all parents to support this for the smooth functioning of classroom activities.

Mandatory Use of New School ID Cards

- All students must now use the newly issued school ID cards for attendance punching and identification within the school premises and the school buses.
- The new system has been implemented to improve efficiency and accuracy in tracking attendance.
- Old ID cards are no longer valid and should not be used under any circumstances.
- Parents are requested to ensure that their children carry the new ID cards every day.

We believe that these small but significant steps will collectively foster a sense of responsibility, discipline and mutual respect among students. We look forward to your understanding and support in reinforcing these expectations at home. For any further clarification or concerns regarding the above points, you may contact the respective Section Head.

Thank you once again for partnering with us in your child's educational journey.



**Principal
Bala Reddy Ambati**