

LAUTOKA

ANDHRA

SANGAM

COLLEGE

[9764]

LATE ARRIVAL

POLICY

LAUTOKA ANDHRA SANGAM COLLEGE
LATE ARRIVAL POLICY

STRICTLY SPEAKING , STUDENTS ARE TO REPORT TO COLLEGE BEFORE OR AT THE LATEST BY 8:00 am.

In case , a student is late to college , these are the following procedure that has to be strictly followed :

- 1.0 If leaving home **after 8:00 am** , a **letter** by parent (or guardian) must be written , explaining why the student would be reaching late to college . In the letter , the **name** and **contact** of the parent (or guardian) must be written . This is required so that a call could be made immediately if there is a doubt case .
- 2.0 **No** student is allowed to enter the classroom **without** the late arrival slip issued by the Assistant Principal.
- 3.0 If a student would be **late** to college the **next day** , then the student is required to **inform** the Assistant Principal the **day before** with supporting evidence .(e.g. a letter from home) .
If necessary, let the parent (or guardian) call the office and inform .
- 4.0 Any student going to the **hospital , FNPF , Bank or for any other business** during school hours , upon returning to college must **produce evidence** . Parent (or guardian) would be called if **NO evidence** is provided .
- 5.0 if any student **exceeds 5 late arrivals per term** , then parent (or guardian) would be called to discuss the matter .
- 6.0 If any student **continues** to come late , then the **matter** would be referred to the **Principal** for further action to be taken .
- 7.0 If the **school bus or public bus** comes **after 8:00 am** , then the students are **NOT** to be considered as late .

This policy was reviewed on 25/02/15 by:

	Name	Designation	TPF
1	Mr Roneel Sharma	Acting AP	81949
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Approved By:

Mrs Aruna Singh	Principal	57725
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