



The Springfield Primary School



Tardiness Policy

Name of the Policy	Tardiness Policy
Date Approved	April 2022
Date of Review	March 2026



Tardiness Policy

Purpose:

The purpose of this policy is to ensure that all students arrive at school on time, promoting a positive learning environment and minimizing disruptions in the classroom.

Scope:

This policy applies to all students enrolled in The Springfield Primary School.

Policy Statement:

1. Students are expected to arrive at school on time every day. Tardiness disrupts the learning process and negatively impacts the student's education.
2. The designated start time for the school day is 7:30am. Students are expected to be in their respective classrooms, prepared for the class assembly and attendance.
3. Tardiness will be recorded for all students arriving after the designated start time.
4. It is the responsibility of both the student and their parents/guardians to ensure the student arrives at school on time.

Procedures:

1. **Reporting Tardiness:**

- a. Classroom teachers will record the arrival time for each student in their class.
- b. A cumulative record of tardiness for each student will be maintained.



2. **Consequences for Tardiness:**

a. First Offense: The classroom teacher will address the tardiness with the student and provide a reminder of the importance of punctuality. No further action will be taken.

b. Second Offense: The classroom teacher will contact the student's parents/guardians and send an email as well to inform them of the students' recurring tardiness with the aim to know the root cause of the problem. The teacher will emphasize the need for prompt arrival to ensure an optimal learning experience.

c. Third Offense: The classroom teacher will refer the student to the schools' administration. The administration will send again a follow up email asking for a meeting with the student's parents/guardians to further discuss the reason behind the tardiness and to provide support and guidance and suggest interventions to avoid the same.

d. Subsequent Offenses: The administration will take necessary action to any subsequent offenses by calling the attention of the parent/guardian of the student to further discuss the reason behind despite of the recommendations given by the school. After thorough deliberation of the concern and after considering the frequency and circumstances that lies behind, the school will then give its decision.

3. **Support and Interventions:**

a. The school will provide guidance and support to students who exhibit consistent tardiness to understand and address any underlying issues that may contribute to their punctuality problems.



b. If instances of tardiness are due to transportation challenges, the school will work with the student's family to explore possible solutions or connect them with appropriate resources.

Review:

This policy will be reviewed periodically by school administration to ensure its effectiveness and make any necessary revisions. Any changes to this policy will be communicated to students, parents/guardians, and staff in a timely manner.

