



PROTOCOL FOR REPEATED TARDINESS

Procedure

Every child and every situation can be different and will therefore always need to be viewed from a different perspective. As responsible staff, we must endeavour to be fully aware of any specific circumstances before taking action as described below. Communication from parents to the teacher is an essential element to ensuring all relevant information is known.

Usually, if a child is late, it is not their fault. Whilst a student arriving late into class can be disruptive, the teacher is responsible for ensuring that they speak to the child at a more suitable time so as not to cause any further disruption.

Roll call

The class roll is taken at 08:45 at Mondrian and at 09:00 at Rembrandt.

Definition of tardiness

If a student is not in the class when the roll is taken and no prior notification has been received by the teacher and/or office staff, the student is regarded as being late (or absent).

Actions to be taken

Phase	Description	Action
1	A student is never late or averages less than one occurrence of tardiness a month.	No action needed.
2	By the third occasion of tardiness within one month	The teacher contacts the parents and confirms this in an email.
3	By second occurrence of lateness following phase 2	An official letter is sent by the Assistant Principal requesting an explanation and promise of significant improvement.
4	By second occurrence of lateness following phase 3	A report is made to the RBL (school attendance office/ <i>leerplicht</i>) and parents are informed of this action.