



CIRCULAR

Grades: I-VIII

DPSG67/CIR/0040/2024-25

Date: 24th October 2024

Dear Parents,

Greetings!

At DPS 67A, punctuality is crucial for maintaining discipline and ensuring students make the most of their learning. To promote timeliness, the following policy for late arrivals will be enforced:

- Arrival Time:** Students must arrive at school **on or before 7:45 AM**. All gates will close at **7:50 AM sharp**.
- Advisory:**
 - First Late Arrival:** A **verbal warning** will be issued, and the late arrival will be recorded in the attendance log.
 - Second Late Arrival:** The student will receive a **written warning**, and parents will be notified of the tardiness.
 - Third Late Arrival:** A **final warning** will be given, and the parent will be informed verbally, to address the issue.
- No Entry After 3 Warnings:** After three warnings in a MONTH, if a student arrives after **7:50 AM**, they will **NOT BE ALLOWED** into the school premises. Parents will be informed to pick up their child, and the student will be marked as **absent for the day**.
- Exceptions:** Special cases like medical emergencies or unavoidable circumstances will be considered **if communicated in advance by the parents**.

Timely attendance sets a positive example and ensures a productive day. Please plan ahead to avoid any disruptions in your child's learning.

Warm Regards
Sangeeta Dhamija
Principal