



# ATTENDANCE POLICY

This policy is applicable to: all DECD employees.

## DOCUMENT CONTROL

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<b>Contact person:</b> Michelle Desmazures	<b>Approved by:</b> Governing Council	<b>File number:</b> N/A
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### REVISION RECORD

Date	Version	Revision description
21/06/13	1 <sup>st</sup> Draft	Draft created and viewed by all Preschool Families
12/08/14	Final Draft	Passed at Preschool Parents Committee Meeting on 12/08/2014 to hand over to Governing Council for ratification
20/08/14	Final Draft	Forwarded onto the Governing Council to be added to the agenda for the next meeting for final ratification
15/09/2014	Final Draft	Ratified by Governing Council

## 1. TITLE

### ATTENDANCE POLICY

## 2. POLICY STATEMENT

Staff at this preschool encourages the attendance of all eligible children to our centre as it:

- enables children to interact and build meaningful relationships with staff and peers in an ongoing basis
- enables children to develop friendships with peers
- ensures that the social, emotional and health needs of children are nurtured and promoted
- enables children and families to engage in the early years learning journey and transition to school

## 3. PURPOSE

Ensure children attend the centre and follow the correct procedures in doing so.

## 4. POLICY DETAILS

At Tintinara Preschool our procedures are:

### Procedures

- staff will ensure accurate attendance records are collected and maintained for each child, every day that the service is open.
- collect and provide accurate data for Departmental requirements
- staff will manage enrolment and attendances through the department's Early Years System (EYS)
- staff will return the child to the parent/authorised person at the conclusion of the preschool day except if the child requires medical attention/ in the event of an emergency/an excursion
- if a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given to their care
- staff are responsible for recording the variation of collection in the Record Keeping folder on the appropriate 'Variation of Attendance' sheet. Staff will record this information in the event of a parent phone call, note and/or message to change pick up person.

### Absences

- We encourage parents/ caregivers to notify staff of absences
- Any contagious diseases must be disclosed

## 5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Staff	Maintain accurate enrolment and attendance records
Parents	Notify centre of absences
Staff	Record variation of attendance in folder

## 6. MONITORING, EVALUATION AND REVIEW

Monitor children's attendances and follow up with families if attendance is low  
Review policy on an annual basis