

Balharrie Memorial Kindergarten and Rural Care

Attendance Policy and Procedures



NQS link: Quality Area 2 Children's Health and Safety Standard 2.3 Each child is protected, element 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

This policy incorporates attendance and arrival and departure procedures.

Why is regular attendance important?

- Social/ emotional development of the child. Regular attendance gives the child the ability to develop and maintain friendships and relationships with others. It assists them to learn and develop social skills for inclusion in groups. This leads to the development of their self-esteem and self-confidence. Continuity of attendance can help the child to feel secure and safe in the environment.
- Learning – staff can plan for children's learning on a consistent basis.
- Children with special needs may miss special programs and Preschool Support time.
- Absences may affect your CCB (rural care)
- Staffing – staffing of the kindergarten, is based on attendance records and not on enrolments. All attendance is recorded for weeks 1 and 2 of each term except term 1 when weeks 2 and 3 are recorded. We need to maintain high attendance to secure staffing levels.

Do children have to attend every day?

Children should attend every day unless:

- The child is too sick
- The child has an infectious disease
- The child has an injury preventing movement around kindergarten/child care.
- The child is going on holidays that cannot be arranged during school holidays.
- The child has a medical or dental appointment that cannot be arranged out of hours.

Procedures

Information for parents

- Enrolment package to include a copy of attendance policy and procedures
- Newsletters reminding of the importance of regular attendance
- Policy folder to include copies of this policy

Responsibilities of parents

- Bring your child on time
- Send your child every day unless the above reasons apply
- Check that you or your child have signed in each day. Signing in at Rural Care is important for CCB compliance and for both services for National Quality Standards compliance.
- Contact staff if your child will not be attending and let staff know if the absence may be long term e.g. holidays

- If you have a permanent booking at rural care, please advise known absences eg holidays/appointments by 5pm the day prior to your booking. If you have notified staff that your child will be absent but then have a change in circumstances and need your booking/placement, you must notify staff **by 5pm** the day prior as the booking may have been offered to a casual user.
- Casual users of care should be aware that the offer of a 'casual day booking' may change at short notice. (please see note above)
- Provide a written note when your child returns with the reason for the absence
- If possible, arrange appointments and holidays out of hours
- Ask staff about the effect on your CCB and your allowable absences (rural care)
- Inform staff if someone else is going to collect your child
- Inform staff if your child will not be on the bus (kindergarten children only)

Responsibilities of staff

- Check child attendance sheet every day, so that accurate records are kept. This is also a safety requirement for emergency procedures.
- Record on attendance sheets all attendance and absences
- Maintain accurate records of absence and reasons for absence
- Report to DfE each term for first two weeks of term for staffing calculations (kindergarten)
- Report to DfE reasons for absence which may affect CCB (Rural care)
- Contact parents if attendance patterns are becoming a concern or if the parents have not made contact within a week of the absence
- Promote the importance of regular attendance
- If staff have been notified, before the close of business, that bookings have changed at rural care, they will notify families involved ASAP.

Other related policies/ information

First Aid Policy
 Health and Safety Policy
 Infectious diseases policy
 Grievance procedures
 Behaviour Guidance Policy
 Parent information booklets

Sources

DfE attendance policies