

Craigmore Kindergarten's

Attendance Improvement Policy / Plan



Link to National Quality Standards

- 7.3** Administrative systems enable the effective management of a quality service.
- 7.3.2** Administrative systems are established and maintained to ensure the effective operation of the service.

Aim

To facilitate and encourage regular attendance at Kindergarten as grounding for children to develop and continue good attendance patterns once they begin school.

Regular attendance at Kindergarten

- Can help to set the pattern for regular attendance at school and consequently future success at school
- Helps children develop and maintain friendships and positive social skills with other children and adults
- Helps children settle and feel more secure at Kindergarten
- Enables children to have greater involvement in and control of their learning
- Enables children to be involved in and learn from planned and unplanned activities

Strategies

- On enrolment and in the Information booklet we remind parents/caregivers that although attending preschool is not compulsory, we recommend and encourage regular attendance.
- We ask parents/caregivers to inform us if and when their child is going to be absent.
- We ask parents/caregivers to notify us if their child has a communicable disease and that they are aware of exclusion times and that we inform other parents/caregivers.
- A daily roll is kept to record absences and sign in/out sheets are maintained.
- Educators and Governing Council will positively promote the Kindergarten and will make positive connections with families.

- To work with other agencies to provide support for children requiring early entry, speech therapy, preschool support, bi-lingual support and extended transition to school
- Encourage parents/caregivers to become involved through supporting Educators and children during a session or by joining the Governing Council or assisting with particular activities
- Developing good information / communication sharing processes to keep parents/caregivers informed of their child's progress, the fortnightly program and the various activities we undertake.