

ATTENDANCE PROCEDURE

- The Director will include information about the value of regular attendance in the initial interview and Parent Enrolment Package.
- Parents will be asked to contact the Centre if their child is to be away.
- Families will be reminded of the importance of regular attendance through the newsletter, at least once per term.
- If a child is away for more than one week, the Director will contact the family by phone. It is advisable to keep a record of contacts, even if unsuccessful. This information should be stored in the child's file.
- If a child's attendance pattern is irregular, the Director will offer an interview time to discuss any concerns.