



Delivery and collection of children

National Quality Standard 2.3 Regulation 168 (2) (f); Related Key Regulation: 99, 158, 160, 176

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PRESCHOOL ATTENDANCE RECORDING PROCEDURE

PURPOSE

To outline the required procedure for recording a child's attendance, including delivery and collection requirements, at a Department for Education preschool.

OBJECTIVES

Attendance recording processes at a Department for Education preschool service comply with:

1. Legislative requirements of the Law and Regulations
2. Department for Education data collection policies and procedures

Preschool services are required to:

- collect enrolment data using the Department for Education approved Preschool Enrolment Form
- ensure that an accurate attendance record is maintained for each child, every day, that a service is in operation
- collect and provide accurate attendance, and enrolment data to fulfil the requirements of the departments resource allocation and national reporting processes
- manage preschool enrolment and attendances through the department's Early Years System (EYS)
- ensure a child, once in care, may only leave the premises if
 - the child is given into the care of a parent of the child, or
 - a person authorised by the parent to collect the child, or
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - taken on an excursion and written authorisation in accordance with regulation 102 has been obtained
 - the child requires medical care

- in the event of an emergency (including rehearsed emergency evacuations)
- when 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 into their care.

The attendance record will include:

- Date of attendance
- Full name of each child
- Time of arrival (to be amended by exception if a child arrives after the session starting time)
- Time of departure (to be amended by exception if a child departs before the session finishes)

At minimum, a signature on a daily basis is required to confirm the accuracy of an attendance record.

- The attendance record is to include all children present in the service for whom the nominated supervisor is responsible, at any time during the service's operation.

Attendance records may be in a daily or weekly format dependant on the size and complexity of a service. The attendance sheets available from the Early Years System (EYS) are the required format for sites to use to record children's attendances.

- Attendance records are to be retained at a service for a 12 month period, in a safe (damp and vermin free) environment which will not damage the records. After a period of 12 months sites may seek off site storage through the Department for Education Records Management Unit (DECDRecordsManagementUnit@sa.gov.au) or continue to store the records on site until disposal action is approved by the Department for Education Records Management Unit.

Approved by Governing Council May 2015

Approved December 2018

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