



## Salisbury Park Kindergarten

5 Wildwood Drive,  
Salisbury Park, 5109

Phone: (08) 8250 0056 Mobile: 0438 192 503

Email: [dl.2668\\_leaders@schools.sa.edu.au](mailto:dl.2668_leaders@schools.sa.edu.au)

## Attendance Policy

### Statement

Research shows that success in learning is directly related to regular attendance and participation in education programs. Non or irregular attendance can be viewed as an early indicator for the potential of disengagement from a successful educational pathway.

At Salisbury Park Kindergarten, we believe that for children to gain the most from their early learning, they need to attend all of their kindergarten sessions on a regular basis.

We have the expectation that once enrolled, children will attend kindy on a regular basis.

### Implementation

#### Arrival & Departure:

- ✓ It is expected that children arrive and depart kindy in the care of a parent or caregiver.
- ✓ Families are required to bring children inside the centre and 'sign in/out' of each session.
- ✓ At the end of the day, children will only be released into the care of a parent/caregiver or when notified, an emergency contact person.
- ✓ It is not appropriate, for children to be under the care of 'primary school age' children.
- ✓ Under special circumstances, if someone unfamiliar to staff is collecting your child, families are required to notify staff in writing or by phone. Photo identification from the person will be required, prior to the child being released.

#### Absents:

- ✓ When children are away, it is expected that families will notify the centre, providing a reason for their child's absence.
- ✓ Unexplained absence of 2 days or more, will be followed up with a documented phone call from centre staff.
- ✓ In the event of the centre having an enrolment waiting list, 3 weeks of unexplained absents may result in the enrolment being withdrawn.
- ✓ Educators will work to support families to ensure children attend on a regular basis.

***It is expected that families will notify the centre of any changes to their contact details, including phone numbers, change of address and emergency contact details.***