Risdon Park South Kindergarten
Attendance Policy

At Risdon Park South Kindergarten we believe that we provide:

- a safe and caring learning environment
- a relevant, dynamic quality learning program
- maximum opportunities for children and their families to develop positive relationships
- an educational environment that encourages all children to experience success in learning

By regular attendance at Kindergarten:

- children become familiar with the kindergarten environment and feel secure
- they have increased opportunities to engage in a variety of activities that enhance social, emotional and cognitive development
- the specific needs of each child can be identified and the relevant early intervention programs can be put into place to address these needs
- children engage in learning through quality curriculum, teaching and learning and relationships and appropriate preschool routines, rules and structures
- children develop positive self concept, establish and maintain friendships and learn to care for themselves and others
- children have the opportunity to participate in a well organised transition program that will facilitate a smooth entry to school

PARENTS RESPONSIBILITIES

- Parents/Careers are responsible for taking their child to and from kindergarten on time each day that they are enrolled. Children must be signed in and out each day by an authorised person (as per enrolment form).
- Parents/Careers are to provide the kindergarten a copy of Custody or Restraining Orders
- Parents/Careers are responsible for keeping a sick child at home and notifying the kindergarten of the reason for absence particularly an infectious disease or infestation
- Parents/Careers are to inform staff if:
  - their child will be absent
  - if any authorisation changes for the pickup of their child
  - there are changes to the enrolment details, especially emergency contact information
  - children are to be collected at other than the normal dismissal times

STAFF RESPONSIBILITIES

- Staff will monitor each child’s attendance and record reasons for absence in roll book
- Attempt to contact parents/careers by phone after one week of unexplained absence (After one day when children have an irregular attendance pattern)
- Record in the Day Book, any information given by parents/carers about changes to arrangements for the collection of their child at the end of the session
- Staff to communicate with parents to establish appropriate pattern of attendance that suits the needs of the child and the family. Offer some flexibility to facilitate regular attendance if necessary

When a parent enrolls a child at the Kindergarten this is seen as a commitment by that parent to ensure that the child attends the centre regularly as agreed.

After two weeks of non-attendance without contact by parents, a letter will be sent to the last known address seeking a meeting to discuss the continuation of enrolment at the kindergarten

Endorsed by Governing Council 7th May 2012

Signed: _________________________ Signed: _________________________
Governning Council Chairperson Preschool Director
Review Dates:
May 2013  Governing Council Chairperson: [Signature] Date: 10/5/2013  Director: [Signature]

May 2014  Governing Council Chairperson:  Date:  /5/2014  Director: 

May 2015  Governing Council Chairperson:  Date:  /5/2015  Director: 

May 2016  Governing Council Chairperson:  Date:  /5/2016  Director: 