St. Joseph’s Pre School Hindmarsh

POLICY DOCUMENT

Attendance:
Delivery & Collection of Children
ST. JOSEPH’S PRESCHOOL ATTENDANCE RECORDING PROCEDURE

1. PURPOSE
To outline the required procedure for recording a child’s attendance, including delivery and collection requirements, at St. Joseph’s preschool.

Legislative Requirements

Education and Care Services National Law Act 2010
Section 175 (1)

Education and Care Services National Regulations 2011
☐ Regulation 99
☐ Regulation 158
☐ Regulation 168 (2) (f)
☐ Regulation 177 (1) (k)

2. OBJECTIVES
Attendance recording processes at St. Joseph’s preschool service comply with:
1. Legislative requirements of the Law and Regulations
2. DECD data collection policies and procedures

3. PROCEDURE DETAIL

3.1 St. Joseph’s Preschool is required to:

3.1.1 collect enrolment data using the approved Preschool Enrolment Form

3.1.2 ensure that an accurate attendance record is maintained for each child, every day, that a service is in operation

3.1.3 collect and provide accurate attendance, and enrolment data to fulfil the requirements of the departments resource allocation and national reporting processes
3.1.4 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)

3.1.6 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.

3.2 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.

3.3 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.

3.4 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.
4. ASSOCIATED DOCUMENTS

Preschool Enrolment Policy

Same First Day Start Information Sheets

Dealing with Family Law Issues in Preschool and Schools
(under review, refer Legislation and Legal Services Unit (LLSU) tel: 8226 1555)

Leaders and the Law
(under review, refer Legislation and Legal Services Unit (LLSU) tel: 8226 1555)

Philip Schultz
Principal

Anne Burke
School Board Chairperson

Dated: June 2015