



# Kindy Attendance Policy

July 2014, 2017

## Rationale

Attendance at preschool or school is not compulsory in SA until the year a child turns six. However, as research shows, success in learning is directly proportional to regular attendance and participation in education programs. We support all eligible children to attend our services on a regular basis and to successfully participate and complete their education program. Ensuring regular attendance at preschool is a shared responsibility between parents/caregivers and educators. At Ardtornish Children's Centre we refer to our preschool program as Kindy. For the purposes of this policy any references to preschool designate a DECD policy and Kindy a local policy.

## What You Can Expect

- Children are entitled to access four terms of preschool in the year before they start school
- Aboriginal children and children under Guardianship of the Minister are entitled to attend preschool once they turn three. Children with additional needs may be able to start preschool two terms before they would normally start
- If your child turns four before May 1, they can start preschool on the first day of Term One in that year. If your child turns four on or after May 1, they can start preschool on the first day of Term One the following year
- All families will be provided with information about the centres procedure for recording planned non-attendance, unforeseen absences and collection by a person not listed on the child's enrolment form
- If a child is regularly absent a staff member will attempt to make a time for a face to face meeting with the family to discuss the importance of regular attendance and plan strategies with the family to improve attendance
- Families of children who are absent without prior notice for two weeks will be contacted and assisted to improve attendance if required. Please note that extended absences may result in preferred session times being given to other families

Children will only leave the premises:

- With a parent or carer or person authorised by a parent or carer who is over the age of 18
- If written authorisation is provided for an excursion
- In the event of an emergency evacuation

## What We Expect

- Before enrolling your child you will need to place their name on the waiting list at the Kindy using a registration form which you can access at the Centre. The success of your application depends on the places available at the time. Government preschools and kindergartens in South Australia are guided by the DECD's preschool enrolment guidelines and policy
- The responsible adult bringing their child to Kindy will sign the attendance record at the time their child arrives, and when their child leaves Kindy

Next review	Last revision description
June 2019	References to kindy, preschool clarified; reference to OSCH removed; added see also

- Term fees are due by week four and include all periods of absence. If there are difficulties paying fees please discuss your situation with the Director to make suitable arrangements
- A parent or authorised person (as indicated in the child’s enrolment details or by prior arrangement with a parent or carer) will collect their children at the end of their booked session. If there is an unforeseen delay, the parent will contact the preschool as soon as possible

### Related documents

Please see also :

- Kindy information book
- Late collection policy
- Fee policy
- Modbury partnership priority of access guideline

### References

Department of Education and Children’s Services (2009) Attendance Policy, accessed November 2013 at <http://www.decd.sa.gov.au/policy/>

Department of Education and Children’s Services (2013) Pre-school Attendance Policy, accessed July 2014 at <http://www.decd.sa.gov.au/policy/>

Department of Education and Children’s Services (2017) Pre-school Enrolment Policy, accessed October 2017 at <http://www.decd.sa.gov.au/policy/>

Next review	Last revision description
June 2019	References to kindy, preschool clarified; reference to OSCH removed; added see also

Next review	Last revision description
June 2019	References to kindy, preschool clarified; reference to OSCH removed; added see also