National Quality Standard – 6.1
Regulation: 168 (2) (k)
Related Key Regulations: 160,161,162,177

Attendance Policy

We believe that kindergarten provides a safe, success orientated and caring environment. We believe that children need to attend kindergarten regularly in order to participate fully and gain maximum benefit from kindergarten. Regular attendance enables children to access a comprehensive curriculum, enabling them to reach their full potential.

We believe that regular attendance at kindergarten results in the following:
- Familiarity and continuity prompts feelings of security within the kindergarten environment.
- Optimising of opportunities for play activities, which enhance social, physical, emotional and cognitive development.
- Children establishing and maintaining sustaining and supportive friendships.
- Children and families benefiting from established routines and patterns of attendance.

Children who are enrolled at kindergarten should attend regularly.

Parent's Responsibilities:
- Parents/carers are responsible for getting their children to and from kindergarten on time.
- Children should attend for each day they are enrolled.
- Parents/carers to notify the kindergarten if their child will be absent and discuss any difficulties in accessing kindergarten.
- Parents/carers to promptly notify the kindergarten if their regular arrangements change; notifying who will deliver and/or pick up their child and the time.
- Parents/carers are responsible for keeping a sick child at home and notifying the kindergarten of the reason for the absence, particularly an infectious disease or infestation.
- Parents/carers to promptly notify the kindergarten of any changes to their enrolment details, especially emergency contact information.

Staff Responsibility:
- Monitoring each child’s attendance.
- Following up absences when a child is absent for more than a few days.
- Encouraging regular attendance patterns through informal discussions, newsletters, networking between families if appropriate.
- Staff confidentially discusses families at risk and makes personal contacts with the family (as appropriate).