Sir Thomas Playford Kindergarten
Attendance Improvement Policy

Link to National Quality Standards
7.3 Administrative systems enable the effective management of a quality service.
7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service.

Aim:

To facilitate and encourage regular attendance at Preschool as a grounding for children to develop and continue good attendance patterns once they begin school.

Regular attendance at preschool:

- Seems to set the pattern for regular attendance at school and consequently future success at school
- Helps children develop and maintain friendships and positive social skills with other children and adults
- Helps children settle and feel more secure at preschool
- Enables children to settle and feel more secure at preschool
- Enables children to have greater involvement in and control their learning
- Means learning is more consistent as children do not have to ‘catch up’ on specific learning activities
- Enables children to be involved in and learn from planned and unplanned activities

Strategies

- On enrolment and in the preschool handbook we remind parents/caregivers that although attending preschool is not compulsory, we recommend and encourage regular attendance.
- We ask parents/caregivers to inform us if and when their child is going to be absent.
- We inform parents that the first two weeks of any term are crucial for good attendance by children because of the data collection which determines our staffing entitlement.
- We ask parents/caregivers to notify us if their child has a communicable disease and that they are aware of exclusion times and that we inform other parents/caregivers.
- A daily roll is kept to record absences and sign in/out sheets are maintained.
- Staff and Governing Council will positively Promote the preschool and will make positive connections with families.
- To work with other agencies to provide support for children requiring early entry, speech therapy, preschool support, bi-lingual support and extended transition to school during a session or by joining the Governing Council or assisting with particular activities.
- Developing good information/communication sharing processes to keep parents/caregivers informed of their child’s progress, the fortnightly program and the various activities we undertake.
Signed:.................................................................Governing Council Chairperson

Signed:.................................................................Director

Date________________________