

# Procedure

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## Preschool Attendance Recording Procedure

### Summary

The Preschool Attendance Recording Procedure is to ensure that attendance recording processes at a DECD preschool service comply with legislative requirements of the National Law and National Regulations and DECD data collection policies and procedures.

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<b>Related Legislation/Applicable Section of Legislation</b>	Education and Care Services National Law (Education and Early Childhood Services (Registration and Standards) Act 2011, Section 175 (1) in South Australia)  Education and Care Services National Regulations, Regulation 99, 158, 168 (2) (f), 177 (1) (k)
<b>Related Policies, Procedures, Guidelines, Standards, Frameworks</b>	<a href="#">National Quality Framework</a> , <a href="#">National Quality Standard</a> , <a href="#">Quality Improvement Plan</a>
<b>Replaces</b>	Version 3
<b>Policy Officer (Position)</b>	Senior Policy Officer, Preschool Policy and Programs
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<b>Executive Director Responsible (Position/Office)</b>	Executive Director, Office for Children and Young People
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## REVISION RECORD

Date	Version	Revision Description
February 2012		
26 May 2015	3.1	Minor edit to incorporate information into new template

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## 1. TITLE

Preschool Attendance Recording Procedure

## 2. PURPOSE

To outline the required procedure for recording a child's attendance, including delivery and collection requirements, at a DECD preschool.

This procedure is in relation to the requirements outlined in the:

- Education and Care Services National Law (Education and Early Childhood Services (Registration and Standards) Act 2011, Section 175 (1) in South Australia)
- Education and Care Services National Regulations, Regulations 99, 158, 168 (2) (f), 177 (1) (k)

## 3. SCOPE

The procedure is applicable to all DECD preschool sites.

## 4. PROCEDURE DETAIL

### 4.1. Attendance Recording Requirements

Preschool services are required to:

- 4.1.1 Collect enrolment data using the DECD approved Preschool Enrolment Form.
- 4.1.2 Ensure that an accurate attendance record is maintained for each child, every day that a service is in operation.
- 4.1.3 Collect and provide accurate attendance and enrolment data to fulfil the requirements of the department's resource allocation and national reporting processes.
- 4.1.4 Manage preschool enrolment and attendances through the department's Early Years System (EYS).
- 4.1.5 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).
- 4.1.6 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.

### 4.2. The Attendance Record

4.2.1 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).

4.2.2 The accuracy of an attendance record must be confirmed on a daily basis by the signature of:

- The person who delivers and collects the child, or
- The nominated supervisor, or
- An educator authorised by the director or principal.

Note: Sites that operate programs, for which families are eligible for Child Care Benefit (for example long day care), are required to meet their obligations under the Australian Government’s funding legislation. This obligation requires the parent and/or guardian to sign for each arrival and departure time.

4.2.3 The attendance record is to include all children present in the service for which the Nominated Supervisor is responsible, at any time during the service’s operation.

4.2.4 Attendance records may be in a daily or weekly format dependant on the size and complexity of a service. The attendance sheets available from the Early Years System (EYS) are the required format for sites to use to record children’s attendances.

4.2.5 Attendance records are to be retained at a service for a 12 month period, in a safe (dry and vermin free) environment which will not damage the records. After a period of 12 months sites may seek off-site storage through the DECD Records Management Unit ([DECDRecordsManagementUnit@sa.gov.au](mailto:DECDRecordsManagementUnit@sa.gov.au)) or continue to store the records on site until disposal action is approved by the DECD Records Management Unit.

## 5. ROLES AND RESPONSIBILITIES

Role	Authority/Responsibility for
Executive Director, Office for Children and Young People	Approval of Preschool Attendance Recording Procedure
Director, Early Childhood Services	Endorsement of Preschool Attendance Recording Procedure
Preschool Policy and Programs Unit	Review of Preschool Attendance Recording Procedure
Preschool director or school principal	Overall responsibility for the implementation of the Preschool Attendance Recording Procedure.  Compliance with the requirements of the Preschool Attendance Recording Procedure to ensure compliance with the National Law and Regulations 2011

## 6. MONITORING, EVALUATION AND REVIEW

The Preschool Attendance Recording Procedure will be reviewed every three years or earlier if legislative changes are implemented. Review of this procedure will include consideration of any amendments or updates of the documents listed below as Supporting Documents and References and any other future relevant DECD policies/procedures including HR policies.

## 7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
DECD	Department for Education and Child Development
DECD preschool service	A DECD preschool may also be known as a kindergarten, children's services centre or a school based preschool program.
EYS	Early Years System – web-based system that has been mandated for the management of DECD preschool and DECD funded occasional care services in all DECD preschool sites.
Nominated Supervisor	The person appointed by DECD, who holds a supervisor certificate and has consented in writing to be in charge of day-to-day management of the preschool service.

## 8. SUPPORTING DOCUMENTS

[Education and Care Services National Regulations](#)

[Education & Early Childhood Services Registration and Standards Act 2011](#)

[Guide to the National Law and National Regulations](#)

[Preschool Enrolment Policy](#)

[Same First Day Start Information Sheets](#)

[Preschool Enrolment Form v 2.4 \(or any subsequent updated version\)](#)

[Preschool Enrolment Guidelines](#)

[FAQ – Preschool Enrolment Form and Enrolment Process -Information Sheet 4](#)

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)

[Child and Student Records – Management](#)

[Preschool Records Management](#)

## 9. REFERENCES

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\), s 175 \(1\) \(Austl.\)](#)

[Education and Care Services National Regulations \(current version for 1 June 2014\), s99, 158, 168 \(2\) \(f\), 177 \(1\) \(k\) \(Austl.\)](#)

[Early Years System User Guide – 4010 Record Attendances V2.0](#)

# APPENDIX

