



CHILDREN'S SERVICES

Attendance and Absence of Children Policy

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1. Introduction

The Department of Education, Employment & Workplace Relations (CCS) who manages child care support for approved outside school hour's care expect that each service is responsible for maintaining attendance records. Services who fail to keep accurate records are breaching family assistance legislation. This may lead to penalties for services.

Within this policy when referring to Child Care Subsidy (CCS) and allowable absences this relates to our CCS Registered Out of School Hours Care (OSHC) services who attract Child Care Subsidy. (CCS does not apply to the Peninsula Occasional Care service). Eligible children in OSHC services can have for 42 days of allowable absences before full fee's will be charged (CCS legislation). They can be taken for any reason and do not require supporting documentation. If a child starts or ends their enrolment on an absence and any consecutive days, CCS will also not be applied and the family will be required to pay full fees as per CCS legislation.

Once the 42 absence days have been used, CCS is only payable for any additional absence days (illness – with medical cert.; non-immunisation; RDO; rotating shift; temporary closure of school/pupil free day; periods of local emergency; shared care arrangements due to court order/parenting plan or order; attendance at preschool; exceptional circumstances) if the required supporting documentation has been provided to Centrelink and the Service

2. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD). This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care, Vacation Care programs and services.

3. Policy

As an operator of several child care services, CCC LTD, acknowledges that it needs to comply with and accept legal responsibilities of administering these services. To meet legal obligations and ensure the safety and welfare of the children, Educators will be required to document the attendance and absences of children enrolled in the service

4. Procedures and Implementation

4 Children's Services will:

- 4.1 Maintain and keep up to date records of attendance and absences of children at the service.
- 4.2 Comply with all requirements set out from CCS concerning the recording of children's attendances and absences.
- 4.3 Ask parents to provide reason for a child's absence or intended absence when possible.

- 4.4 Provide families with a cumulative total of absences on family statements issued by the service.
- 4.5 Inform families when they have reached their 42 days of allowable absences within the current financial year.
- 4.6 Charge families full fee as directed by CCS once 42 allowable days have been accumulated. CCS will only be payable for any additional absence days (illness – with medical cert.; non-immunisation; RDO; rotating shift; temporary closure of school/pupil free day; periods of local emergency; shared care arrangements due to court order/parenting plan or order; attendance at preschool; exceptional circumstances) if the required supporting documentation has been provided.
- 4.7 In the case where a vacation care booking is confirmed and your child falls ill and is unable to attend the service, a change of day booking or credit will only be issued if a doctor's certificate is evident and the service is notified by 7:30am that day.

5 Parents/Guardians who use Children's Services will:

- 5.1 Sign the attendance record.
- 5.2 Advise the service if their child will be absent on a day that they are booked into care.
- 5.3 Inform Nominated Supervisor/Educators if they are aware beforehand of an intended absence. This will be recorded into the services diary or communication book.
- 5.4 **If a parent or guardian requests to cancel their child's care arrangements, two weeks' notice must be given to the Nominated Supervisor in writing with the days they wish to cancel.**
- 5.5 **The Manager Children Services must approve this request and remove the booking from the data entry screen where the required dates are specified in the letter.**
- 5.6 Provide necessary documentation for any additional absences after reaching their 42 allowable absences.
- 5.7 Inform Nominated Supervisor/Educators if their child attends another Service and keep the Service up to date of allowable absences accumulated at the other Service.
- 5.8 If my child/ren has not attended for more than 8 weeks their active enrolment may have ceased with Centrelink. If this happens the Service will need to re-link each child to Centrelink and I will need to re-confirm their enrolment on the MYGOV site to receive my eligibility again.
- 5.9 Child/ren's enrolments which have been ceased and their last booked day was marked as absent, I will be required to pay full fees for this day and any consecutive days as per Child Care Subsidy Legislation.

6 OSHC programs will:

- 6.1 Where a child is not present and waiting in the designated area of the School when expected, require the staff member to:
 - 6.1.1 Ensure all other children are well supervised during this time.
 - 6.1.2 Contact school to confirm child is at school
 - 6.1.3 Contact the parent regarding the child's whereabouts.

- 6.1.4 Leave messages for parents if unable to contact them.
- 6.1.5 The Service will contact the police to advise them of the situation but can only put in a welfare of concern and will encourage the Parents to contact the police once they get a hold of them.
- 6.1.6 Follow the absent and missing children policy.

Other related policies and procedures

Fee policy

Enrolment and Orientation policy

Absent and Missing children policy

Forms and Records

Enrolment forms

Amendment forms