

# Intereach Children's Services

## Attendance and Absence of Children

### Procedure



<b>Applies to</b>	Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH)				
<b>Policy</b>	NQS Two: Children's Health and Safety Policy				
<b>Version</b>	2.0	<b>Date approved</b>	26/11/2021	<b>Next review date</b>	26/11/2024

## 1. Objective

Intereach, as the Approved Provider, will ensure that it meets its legal obligations in relation to the attendance and absence of children. Intereach staff and educators are required to document the attendance and absences of all children enrolled in the service. Under strict guidelines set out by the Federal Department of Education, services who fail to keep accurate records are breaching Family Assistance Law which may lead to penalties.

## 2. Responsibilities

It is the responsibility of the Nominated Supervisors to:

- ensure up to date records of attendance and absences are maintained by educators and staff; and,
- ensure compliance with all requirements set out by the Department of Education and in Intereach policies concerning recording of children's attendances and absences.

It is the responsibility of staff and educators to:

- maintain and keep up to date records of attendance and absences of children at the service;
- comply with all requirements set out by the Department of Education concerning the recording of children's attendances and absences; and,
- record into the service's diary or communication book any communication from parents notifying of intended absence. This applies to OOSH only.

It is the responsibility of parents of children or authorised persons attending Intereach Children Services to:

- electronically pin in and out their child/ren for the attendance record;
- ensure their sign in pins are kept confidential
- notify the educators or staff if they are aware of an intended absence; and,
- provide necessary documentation for any additional absences after reaching their 42 absence days.

## 3. Procedure

### 3.1. Attendance at childcare

Educators and staff will keep a record of attendance for each child attending their service by:

- recording the full name of each child; and,
- recording the date and actual in-and-out attendance times; and,
- ensure the authorised person who delivers or collects the child pins in and out at the time of delivering or collecting the child/ren. If the pins of the person who delivers or

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collects the child cannot reasonably be obtained, the educator or staff will use their own pins to sign in and out on behalf of the authorised person.

Parents of children attending Intereach Children's Services are required to:

- electronically pin in and out their child/ren for the attendance record; and,
- advise the service if their child will be absent on a day that they are booked into care.

### **3.1.1. Non-attendance - A child not arriving from school**

If it is identified that a child did not arrive from school as expected, the Responsible Person/ educator contacts:

- the parent/guardian (first emergency contact) via phone to verify if the child/ren are with them. If not answered, leaves a voice message and text message explaining the situation;
  - If unable to contact the parent/guardian contacts the other emergency contacts via phone to verify if the child/ren are with them and if not answered, leaves a voice message and text message explaining the situation.
- the school administration to verify if the child/ren are still at the school or absent;
- if still child/ren's whereabouts is not known, repeat the phone calls to the parent/guardian (first) and the emergency contacts;

If whereabouts of the child is confirmed, the parents/guardian, emergency contacts and/or the school are notified immediately.

After all contacts are made as above, and the child/ren's whereabouts could not be confirmed notify the police immediately. Refer to the [Missing Child Procedure](#) and [Delivery and Collection of Children](#) for further information.

### **3.2. Absences from childcare**

- Under the Child Care Subsidy families are allowed 42 absence days per child, per financial year. These 42 allowable absences can be taken for any reason, including public holidays and/or when children are sick, without the need for families to provide documentation.
- Once 42 absence days have occurred in a financial year, Child Care Subsidy can only be paid for any additional absence days where they are taken for a reason set out in the Family Assistance Law. In accordance with the Department of Education, once 42 absence days have been accumulated, families are charged the full fees.
- Intereach will keep and maintain statements or documents demonstrating that additional absence days in excess of the initial 42 absence days satisfy requirements. These reasons are:
  - the child, the individual who cares for the child, the individual's partner or another person with whom the child lives are ill, and the service has been given a medical certificate by a medical practitioner;
  - the child is attending preschool;
  - alternative arrangements have been made on a pupil-free day;
  - the absence occurs during an immunisation grace period, and a medical practitioner has certified that exposure to an infectious disease would pose a health risk to the child;

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- the absence is because the child is spending time with a person other than the individual who is their usual carer as required by a court order or a parenting plan, and the service has a copy of the relevant court order or parenting plan for the child;
- the service is closed as a direct result of a period of local emergency;
- the child cannot attend because of a local emergency (for example, because they are unable to travel to the service), during the period of the emergency or up to 28 days afterwards; or,
- the individual who cares for the child has decided the child should not attend the service for up to seven days immediately following the end of a period of local emergency.

Refer to "[If your child is absent from child care](#)" page on Australian Government Services Australia website for further information

#### **3.2.1. Absence due to exceptional circumstances**

- Families may access additional allowable access in any exceptional circumstances. In some circumstances families may be eligible for allowable absences for a special purpose such as a declared emergency.

Refer to <https://www.dese.gov.au/early-childhood> for more information.

<b>4. Context</b>	
<b>4.1. Standards or other external requirements</b>	<p>Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i></p> <p>Department of Education, Employment and Workplace Relations, <i>Childcare Service Handbook 2018-2019</i></p> <p>Early Childhood Australia (2016). <i>Code of Ethics</i></p>
<b>4.2. Legislation or other requirements</b>	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>A New Tax System (Family Assistance) Act 1999</p> <p>A New Tax System (Family Assistance) (Administration) Act 1999</p> <p>Child Care Subsidy Minister's Rules 2017 (Minister's Rules)</p> <p>Child Care Subsidy Secretary's Rules 2017 (Secretary's Rules)</p> <p>Any other instruments (including regulations) made under the A New Tax System (Family Assistance) Act 1999 and the A New Tax System (Family Assistance) (Administration) Act 1999</p> <p>Schedules 5 and 6 to the A New Tax System (Family Assistance and Related Measures) Act 2000</p>
<b>4.3. Internal Documentation</b>	<p>Missing Child Procedure</p> <p>Delivery and Collection of Children Procedure</p> <p>Communication Plan</p> <p>Child Attendance Record</p>

<b>5. Document control</b>			
<b>Version</b>	<b>Date approved</b>	<b>Approved by</b>	<b>Next review date</b>
1.0	13/12/2019	R. Phillips - Acting Senior Manager, Children and Family Services	13/12/2022
2.0	26/12/2021	M.Tai – General Manager Operations	26/11/2024