



Maintaining Attendance Records Procedure

This procedure should be read in conjunction with the 'Arrival, Collection and Transportation Policy'

Accurate attendance records will be kept and checked for each session of care:

- During morning roll call, the Educator will ensure children in attendance are correctly signed in and children who have not arrived are marked absent.
- At the end of each morning session, the supervisor will ensure that all children that were in attendance have been correctly signed out.
- When the buses have completed all of their routes of an afternoon, the Supervisor will check that all children are accounted for and are signed in correctly or marked absent.
- At the end of the afternoon session the Supervisor will check the roll to ensure all children are correctly signed out.
- At the end of each session, if children are shown still signed in, the supervisor will check with other staff to ascertain what happened with that child. If none of the Educators remaining at the end of the session can confirm that the child was collected or dropped at school, the premises will be searched, and the supervisor will call the parent or school to confirm the child's location. Once it has been confirmed that the child has either been collected or delivered to the correct drop off location, the Supervisor will sign the child out.

PROCEDURE VERSION AND REVISION INFORMATION

	Current version	1
Authorised by GENERAL MANAGER	Last review	March 2021