

Attendance Roll Policy

Reviewed August 2015.

Rationale

To meet Ministry of Education and Ministry of Social Development record keeping requirements for all children who attend a PORSE Service.

Objectives

1. To set the expectation for Educators, families and staff to complete child attendance rolls in an accurate and timely manner.
2. To clearly outline the process for completing child attendance rolls.
3. To ensure appropriate procedures are followed.
4. To ensure the integrity of attendance roll data.

Guidelines

1. All PORSE Educators will be provided with a monthly Child Attendance Roll for each child in their care under the age of six years not attending school. Rolls will also be provided for children over the age of five years if they are receiving an OSCAR subsidy.
2. All PORSE Educators must complete one attendance roll per child.
3. All PORSE Educators must record daily on the Child Attendance Roll, the actual hours of care for each child. These must be entered in the "Hours of Care" column.
4. All PORSE Educators must record daily on the Child Attendance Roll, any hours the child was absent on the same day they were in care with their PORSE Educator (for example, if the child attends Kindergarten). These must be entered in the "Absent Hours" column.
5. The child's enrolled hours are shown under the "Contracted Hours" column. These are a guide only, as the hours the child actually attends may at times vary from their enrolled hours.
6. If the child attends on a day they do not normally attend (not an enrolled day), the days and times of care must be recorded.
7. Times can be recorded in either 24 hour clock format (i.e. 1400), or short-form (i.e. 200), however if using 24-hour clock format, then it is vital that all times across the row (both the hours of care and absent hours column) are in the same format.
8. Do not write AM or PM after the start/finish times (i.e. 8.30 am).
9. If the child was absent for a full day that they were enrolled to attend with their Educator, then record CA (Child Absence) on the attendance roll.
10. If Educator's service was unavailable on a day the child was enrolled to attend with their Educator, then record EU (Educator Unavailable) on the attendance roll.
11. Do not use 'white-out' on the attendance roll. If an error is made, draw a line through the error and write the correct date and times on the back of the attendance roll.
12. Use a black or blue ball point pen only.
13. Do not use pencil, felt pens or gel pens.
14. Do not write anywhere other than in the boxes provided.
15. The PORSE Educator must sign the hours entered on a weekly basis in the "Educator Signature" field and present the Attendance Roll to the family.
16. The family must review the Attendance Roll and sign the hours entered by the PORSE Educator in the "Family signature" field on a weekly basis.
17. During the monthly visit, the Programme Tutor will check the Attendance Roll for missing or incomplete data. If correct and complete they will sign in the "Programme Tutor" field and deliver to the office.
18. Educators are not permitted to complete attendance rolls in advance. Only actual hours of attendance can be recorded.