



WILLOW CLOSE PRE SCHOOL

ATTENDANCES PROCESSES POLICY

1. Attendance and participation expectations

Children who are not of compulsory schooling age (6 years), but who have enrolled at a preschool are subject to the same participation requirements as those students of compulsory age. This includes a requirement of the student to regularly attend preschool during agreed times or participate in a meaningful manner in his or her planned education program. Attendance and participation requirements for a particular child of non-compulsory age may be modified to meet his or her specific needs. This will be arranged by negotiation between the preschool, the child and the parents/caregivers.

2. Data Collection

The preschool will monitor education program participation and record data relating to non attendance by the child to participate in the agreed education program eg I.L.P, N.E.P and Support programmes. Education program data is used for legal purposes, student welfare, achievement and site resourcing.

The Preschool will encourage & support regular attendance by

- Regularly talking with families about the importance and value of regular attendance at preschool.
- Informing families of attendance data collection processes (ie. First two weeks of each term) and the impact on site staffing allocations.
- Providing information in newsletters, enrolment packages etc
- Supporting equality of access through the provision of full day and lunch care programs.