

Absence Policy

1. Scope	1
2. Aims	1
3. Curly Kids Legal Responsibilities	1
3.1 Procedures of managers and supervisors when a non-notified absence occurs	2
4. Actions – Fines and Suspensions	2
5. Appeal	3
6. More information	3
7. Review details	3

1. Scope

This policy applies to:

- Parents and children who have an active booking with Curly Kids OOSH including regular before or after school booking and vacation care bookings.

2. Aims

Curly Kids OOSH is committed to providing a flexible arrangement with parents but not when this flexibility could lead to a child in our care not being provided with adequate supervision.

When a parent or guardian fails to notify us of a forthcoming absence it will occupy several staff members for a period of time, delaying meals, organised activities and any external activities that staff are escorting children to.

3. Curly Kids Legal Responsibilities

The Service is has a legal responsibility to:

- Complete all roles both at the end of before school care (BSC) and at the beginning of after school care (ASC)
- Check the roles during ASC and Vacation Care at regular intervals during the session

What attendance information the staff access to:

- Any notification given by using the Message function on the KidsXap website or App
- Any absence notification given by using the KidsXap website or App
- Any text message sent to the main mobile phone (0421 337 836)
- Any voice message or phone call received on the main mobile phone (0421 337 836)
- Any email notification sent to the main email address (bookings@curlykidsoosh.com.au)
- Any note left in the main diary at the sign in area

What attendance information the staff have **NO ACCESS** to:

- Any notification given to the school office
- Any notification given to the class teacher
- Any application for extended holiday leave submitted to the school
- Any electronic attendance records from the school morning role call

3.1 Procedures of managers and supervisors when a non-notified absence occurs

Occurrence during a BSC session or Vacation care:

- If an Unaccompanied sign in permission form has been signed, then a manager or staff member will attempt to contact the parent or guardian of the child if they have not arrived by the time stated on the permission form

Occurrence at the commencement of an ASC session

1. The manager or supervisor will attempt to contact each of the parents or guardians listed in the child's file
2. The manager or supervisor will attempt to contact the office to find out if the child was absent from school that day, this is usually unsuccessful due to the office closing shortly after the 3:10pm bell
3. The manager or supervisor will again attempt to contact each of the parents or guardians listed in the child's file
4. If these efforts fail then the manager or supervisor will contact the **POLICE** to report a missing child, all details of the child and parents/guardians will be supplied as is our legal requirement in the case of a missing child

4. Actions – Fines and Suspensions

Curly Kids OOSH understands that sometimes a notification of absence can be overlooked due to illness or other personal circumstances.

When a parent or guardian has been contacted in relation to a non-notified absence by staff more than three times in a term then a warning letter will be sent which will trigger the following:

1. A \$10 fine will be added to the parent or guardian's account

2. If a further non-notified absence occurs the families place at OOSH will be reviewed by the OOSH subcommittee and cancelled if no mitigating circumstances are presented

5. Appeal

Any parent of guardian who has a place cancelled at OOSH due to multiple non-notified absences can appeal the decision in writing to the President of the P&C where it will be tabled to the executive committee (ccn.pandc@gmail.com) for a final decision.

6. More information

If you have a query about this policy or need more information please contact a member of the OOSH subcommittee or the P&C executive committee (ccn.pandc@gmail.com)

7. Review details

This policy was adopted by Curly Kids OOSH on 14th September 2019

This policy was last updated on 23rd September 2019