

## **ROLL VERIFICATION POLICY**

### **RATIONALE:**

A Government subsidy is paid to the Association based on the number of children enrolled at each kindergarten and their attendance.

### **OBJECTIVE:**

To ensure that recorded roll numbers meet Ministry of Education requirements.

### **POLICY:**

#### **Verification:-**

1. Rolls must be sighted and signed at least monthly by the parent or person who delivers the child to kindergarten, confirming the accuracy of the attendance record.
2. The parent or person who delivers the child to kindergarten should sign the attendance register when the child leaves the kindergarten permanently. When this does not occur, teachers shall record contact attempts in the back of the roll.

#### **Absence Procedures:-**

1. Parents should notify the kindergarten on any occasion when the child is, or is expected to be, absent for a period of 9 days or longer. Staff are legally required to cancel a child's enrolment if the child is absent without any explanation for 9 consecutive days. The child may be re-admitted when the next vacancy occurs.
2. Staff are legally required to cancel the child's enrolment where the child's expected absence will exceed 21 consecutive days, regardless of whether the child intends to return or not, except where an exception has been granted for special needs or health reasons.
3. Staff shall make an attempt to contact parents or care givers before removing the child from the roll. Such attempts must be recorded, initialled and dated by a staff member.
4. Staff must be familiar with the current Funding Handbook.

### **REFERENCES:**

- Education (Early Childhood Centres) Regulations 1998 Part 4, 35 (d); (e)
- Education Amendment Act 1990 No.60 311 (1a, 1b & 1d)
- Early Childhood Funding Handbook- July 1996