



ATTENDANCE POLICY

RATIONALE

To ensure smooth transitions and develop stronger well being in our tamariki, children are required to attend for 6-hour sessions, at a minimum of 12 hours per week (i.e. two 6 hour days).

TE WHARIKI

Belonging – tamariki and their whanau experience an environment where they feel comfortable with the routines, customs and regular events

PROCEDURES

All tamariki are required to attend 6-hour sessions

Sessions can be either 8:00 – 2:00, 8:30 – 2:30, 9:00 – 3:00 or 9:30 – 3:30 or a full day 8:00 – 4:00

Policy is effective from 1st May 2018 and will only affect new or changing enrolments

Tamariki will be better supported through transitions with minimal interruption to daily routines

All tamariki will be settled into preschool by 9:30am allowing better structure to our learning day

Tamariki who are absent for 3 consecutive weeks lose ministry funding, any unnotified absences may result in termination of enrollment

After 3 weeks absence, children's enrolments cannot be guaranteed, a holding fee may be required to ensure space is held

2 weeks' notice of termination of enrolment is required, or full fee will be charged

Child absences **must** be notified, via phone or text

Priority for spaces, will be given to existing children before offered to waiting list children

Date developed: April 2018

Review date: January 2020