

Absence/Extra Day Policy

Rationale:

The Ministry of Education requires all early childhood services in receipt of bulk funding to ensure that policies and procedures regarding enrolment and the administration of child absences are clear, transparent and accurately documented. At Small World full rolls coupled with Ministry of Education funding rules preclude flexible approaches to child absences.

Objectives:

- To ensure that Small World rules regarding child absences and the transfer of 'missed' days are clear and understood by all families.
- To ensure that absence policies are fair and equitable to all families.
- To ensure that the requirements of Small World's licences are complied with at all times.

Procedures:

- 'Make-up' days are not available when a child has been absent, irrespective of the reason.
- The option to 'swap' an enrolled day on a one-off basis (e.g. for a child to come in on a Thursday (when they are not enrolled) instead of a Friday (when they are enrolled) is not available at Small World.
- Families are requested to notify Small World of their child's intended and/or ongoing absence as soon as possible.
- Notified absences are recorded by Small World personnel in a diary for this purpose held at reception.
- Families wanting a day in addition to their usual enrolment should make this request to a member of the management team who will note the request in the diary.
- Extra days will be offered to families by a member of the management team (only) where space is available, on a first-come, first-serve basis, and in consultation with the relevant teaching team.
- In emergency situations, the management team reserve the right to waive the first-come, first-serve rule at their discretion.
- Regulated ratios and group size requirements will be complied with at all times.