

## Chapter 6

# Recording Enrolment, Attendance and Absence

## Overview

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**Introduction** For funding to be delivered accurately and fairly, the following three records must be maintained:

- enrolment records
- attendance records □ absence records.

There are additional record keeping requirements for services offering 20 Hours ECE. These can be found in Chapter 4.

The requirements in this chapter do not apply to hospital-based services. Requirements for hospital-based services can be found in Chapter 3.

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**Incorrect records** Services must not state that a child:

- is enrolled when they are not enrolled **or**
- attended when they did not attend.

In the event of a funding claim audit, funding claimed incorrectly will be recovered by the Ministry.

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**Incorrect records** This chapter contains the following topics:

Title	Section
Enrolment records	6-1
Conditional enrolments ( <i>removed May 2016</i> )	6-2
Attendance records	6-3
Absence rules	6-4
Three Week Rule for Continuous Absence	6-5
Three Week Rule: extension for extended non-operation	6-6
The Frequent Absence Rule	6-7
The Frequent Absence Rule - examples	6-8
Funding for make-up days	6-9

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## Introduction

Early childhood education services **must** keep enrolment records for **all** children who attend the service **including children who attend the service on a casual or conditional basis. The enrolment records must distinguish and identify children who are permanently enrolled and those who may attend on a casual or conditional basis.**

See the **Glossary** for definitions of casual, conditional and permanent enrolment.

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## Records

The age of each child enrolled in a service is important in determining at which funding rate each funded child hour (FCH) will be paid. The number of hours for which each child is enrolled is important in determining the number of hours for which funding can be claimed.

Enrolment records provide evidence that services and parents/guardians agree on the age of each child, and the number of hours for which each child is enrolled.

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## Storage of records

Enrolment records **must** be kept for seven years

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## Funding for absences

The Ministry will fund the enrolled hours of permanently enrolled children who are absent up to certain limits. The limits are defined by two absence rules the Three Week Rule for Continuous Absence (**Section 6-5**) and the Frequent Absence Rule (**Sections 6-7 and 6-8**), to be read along with Chapter 6-3.

In the event of a funding claim audit, funding claimed for absent children who do not have an enrolment agreement will be recovered by the Ministry.

Please refer to the **Glossary** for more information about permanent enrolments

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## Funding for casual and conditional children

Funding for casual and conditional children is based on attendance only.

Absences **cannot** be claimed for casual or conditional children who do not attend.

In the event of a funding claim audit, funding claimed for casual or conditional children who did not attend will be recovered by the Ministry.

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**All records  
must include**

For funding purposes the enrolment record for each child **must** include:

- the child's official name, date of birth, and home/residential address, and the child's preferred surname and first name (if any)
- the date the child commenced attendance at the service and their finish date
- the days and times each child is expected to attend, and details of any later changes to the agreement **signed and dated** by at least **one parent/guardian**
- attestation by the child's parent/guardian of the hours the child is enrolled at another service (including none if appropriate) **and**
- a dated **signature** of at least **one parent/guardian** to attest to the accuracy of the enrolment record.

Children may be enrolled into a service even if a parent/caregiver cannot provide identity documentation.

It is important to ask for identity documentation, and if a parent/caregiver can provide it, please state in the enrolment form which documentation you sighted.

Each child must have a National Student Number (NSN). For children not already assigned an NSN, allocating the NSN requires the child's full name (including middle names), date of birth and gender as recorded on the child's official identification document (e.g. birth certificate or passport) or the enrolment form if no identification has been provided.

If you are unable to sight the child's official identification document, you will need to call the Ministry of Education immediately on 0800 ECE ECE to have an unverified NSN created. The unverified NSN can be verified once official identification documentation is provided.

For guidance on allocating NSNs see our website: National Student Numbers (NSN) – Education in New Zealand.

If the child is enrolled to receive education and care at a homebased ECE service the enrolment form must include a signed declaration to indicate whether the educator who will be providing education and care for the child is a member of that child's family.

This declaration is part of the Enrolment Agreement Form sample and can be found on the Ministry's website.

Services are required to keep other information on enrolment records for health and safety purposes. Please see the Education (Early Childhood Services) Regulations 2008 or contact your Ministry local office for further details.

Sections marked with this symbol ♦ in the Enrolment Agreement Form sample must be included by services in every Enrolment Agreement form. (20 Hours ECE sections are not applicable if the service does not offer 20 Hours ECE.).

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Wording cannot be changed, (e.g privacy statement) except to add relevant details for your service. The Enrolment Agreement Form with the required wording can be found in **Appendix 2** of this Handbook, or on [Education.govt.nz](https://www.education.govt.nz).

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**Records for  
children  
receiving 20  
Hours ECE**

Enrolment records for children receiving 20 Hours ECE **must also** include:

- the 20 Hours ECE Attestation section of the Enrolment Agreement Form completed by the parent/guardian if the child is to receive 20 Hours ECE at this service, and
- the Optional Charges Agreement section of the Enrolment Agreement Form to be completed by the parent/guardian

In addition, Home-Based enrolment records for children receiving 20 Hours ECE must also include the Home-based Educator Top Up Payments Agreement section of the Enrolment Agreement Form, completed by the parent/guardian.

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**Additional requirements for casual children's records**

Enrolment records for casual children **must also** include:

- the days and times of each child's intended attendance, and details of any later changes **signed and dated** by at least **one parent/guardian**  
□ attestation by the child's parent/guardian that the child is not enrolled at another service for the time the child will be attending the service casually **and**

an indication that the child will be attending on a casual basis **signed and dated** by at least **one of the child's parents/guardians**.

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**Additional requirements for conditional children's records**

Enrolment records for conditional children **must also** include:

- an indication that the child will be attending on a conditional basis **signed and dated** by at least **one of the child's parents/guardians**.
- which part of the enrolment is conditional. It can be the entire enrolment or specific days and/or hours **and**
- attestation by the child's parent/guardian that the child is not enrolled at another service for the time the child will be attending the service conditionally.

Any change must be signed and dated by the parent/guardian.  
Funding for the attendance of a conditionally enrolled child must not be claimed until the parent/guardian has signed this record.

If a conditionally enrolled child's enrolment form does not indicate which part of the enrolment is conditional, no funding can be claimed for attendance.

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**Recording special arrangements**

Where applicable, enrolment records **must** include details of any transitional school visits (see **Section 7-8** for details) and details of

Correspondence School enrolment (see **Section 3-A-1** for details).

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**Individual Enrolment Agreements**

Services **must** keep a separate enrolment agreement for **each** child.

Each sibling or other relative must have their own enrolment record, signed by their parent/guardian.

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**Changes to records**

All changes to enrolment records **must** be dated and signed by a parent/guardian of the child.

Changes that have not been signed by a parent/guardian will not be considered changed for funding purposes.

Services **must** keep a paper copy of any changes to enrolment records which are held electronically. This will enable changes to be signed by parents/guardians.

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**This section  
removed**

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This section was removed in June 2016

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**Introduction**

An attendance record must be kept for each child attending the early childhood education and care service.

Attendance records **must** be kept for seven years

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**Records**

Attendance records serve a number of purposes for funding. They:

- support claims for funded child hours (FCHs)
- support claims for quality funding rates (for parent/whānau led services) that require enhanced staff:child ratios
- help keep track of absences so that the absence rules can be applied **and**
- help keep track of hours of attendance that can be claimed for children attending casually.

Attendance records also ensure that licence maximums are not exceeded.

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**Incorrect records**

Services must not state that a child has attended an early childhood service when they did not attend for **any** reason.

In the event of a funding claim audit, funding claimed incorrectly will be recovered by the Ministry.

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**Changes to records**

Changes to attendance records **must not** be 'whited out'. Changes should be made by crossing out the incorrect entry and rewriting.

This will ensure that funding claims are accepted by the Ministry in the event of a funding claim audit.

Services that keep only electronic records for recording attendance **must** use a software package or other electronic means of recording attendance that has provision for noting and referencing any changes in a manner that is transparent for staff, parents and the Ministry.

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**Records must include** Attendance records may be kept in a form to suit the service. However, all services **must** include **all** of the following:

- separate sections or columns for children aged under two and for children aged two and over
  - the first and last name of each child, clearly identified
  - days and times of **actual** attendance for each child
  - a record of any absence, with an 'a' when a child does not attend at a time for which they are enrolled
  - when a child's attendance is casual or conditional
  - notes and explanations about attendance, such as when a child is away sick or has attended for more/less hours than they were enrolled
- AND**
- attendance registers that have been marked by staff on a twice daily basis (or once a day for services that operate only one session).

Services **must** also keep evidence (e.g. a signed attendance register) that a parent/guardian of each child has regularly examined and confirmed the attendance record.

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**Records must include** This needs to be completed:

Once a month for...	Once a week for...
<input type="checkbox"/> Sessional teacher-led centrebased services. <input type="checkbox"/> Parent/whānau-led services.	<input type="checkbox"/> All-day teacher-led centrebased services. <input type="checkbox"/> Home-based education and care services.

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**Electronic attendance records criteria**

ECE Services may use electronic means of verification of attendance records to satisfy the requirements of this handbook.

If using electronic means to verify attendance records you must meet the criteria *below*. *How the* criteria are met is up to each individual service.

**Security**

1. Authorised signatories are linked with only one electronic signature. The means of creating each individual electronic signature is linked only to its authorised signatory or any system administrators and to no other person.
2. If usernames and passwords are used, the system must record who created them and when they were created.
3. If usernames and passwords are used, there must be adequate controls to ensure that these are not used by anyone other than the linked authorised signatory.
4. Only a parent or guardian who is an authorised signatory can verify attendance records electronically. A parent or guardian must only use their own electronic signature to verify attendance records.
5. Any alteration made to any information, is evident (including who made the changes and when). This includes alterations to electronic signatures and confirmation of attendance. This also includes daily sign in and out if it is used.

**Verification of Records**

6. The verification process must:
  - Clearly identify the parent or guardian who verified the record.
  - Indicate the signatory's approval of the information to which the signature relates.
  - Log the time and date of when the record was verified.
  - This might, for example, include an item on the record which states:

Verified by:	Wanda Maximoff
Verification:	I confirm that the attendance details for William Kaplan 19/12/2019 – 23/12/2019 are correct.
Date & Time:	23/12/2019 – 2:15pm

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### **Attendance registers**

7. For services that use daily electronic sign in and out to track attendance, the system must not default to marking children as present. This includes not defaulting to marking children's attendance as per the time booked on their enrolment agreement.
8. If a service uses daily electronic sign in and out then the system must record who signed the child in and out, and what day and time this happened. It is recommended that only authorised signatories sign a child in or out.
9. Services that use daily electronic sign in and out must have a process for ensuring these records are accurate each day. For example, where a child's parent or guardian is unable to, or fails to, sign a child in on a day they are attending then a specified staff member will sign the child in and record the circumstances of the sign in for verification by a parent or guardian.

### ***Retention and Inspection***

10. Electronic attendance records must be retained for 7 years without any loss of integrity.
11. All records are readily accessible so as to be usable for subsequent inspection by Ministry staff as required.
12. All records can be extracted into an appropriate format for reporting purposes.

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### **Tip**



Daily sign-in/sign-out records are recommended as best practise.

They are useful for:

- recording days and times of actual attendance for each child (as described above)
- keeping track of attendances by children who attend on a casual basis
- keeping track of variations in attendance that might indicate a Frequent Absence (see **section 6-6**).
- Meeting the attendance record requirement for "evidence that a parent/guardian of each child has regularly examined and confirmed the attendance record" for all service types.

A template for sign-in/sign-out records is included in **Appendix 2**.

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## Introduction

Absence rules allow services to claim funding for hours that permanently enrolled children do not attend, providing that certain conditions are met.

Absence rules recognise that absences do occur and services should not be unreasonably penalised because of this.

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## Claiming funding for absences

Funding can **only** be claimed for the absence of a permanently enrolled child if the situation falls within one of the following absence rules:

- Three Week Rule for Continuous Absence (**Section 6-4**).
- Three Week Rule: extension for extended non-operation (**Section 6-5**),  
**or**
- The Frequent Absence Rule (**Section 6-6**).

Please refer to the **Glossary** for more information about permanent enrolments.

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## Funding for casual or conditional children

Services may claim funding for children who attend casually or conditionally.

Funding for conditional or casual children is based on attendance only. Services **must not** claim for conditional or casual children who book for a session or day and do not attend.

In the event of a funding claim audit, funding claimed for conditional or casual children who did not attend will be recovered by the Ministry.

Please refer to the **Glossary** for more information about casual and conditional enrolments.

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## Funding for absence and casual or conditional child

Funding **must not** be claimed for both an absent permanently enrolled child under an absence rule and for the conditional or casual child who fills the absent child's place.

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**Claiming 20  
Hours ECE and  
absence**

Services **must not** claim 20 Hours ECE funding for an absence and charge fees to a conditional or casual child who directly fills the absent child's place.

This will occur only when the service is filled to its licensed maximum capacity and the conditional or casual child is directly replacing an absent child who is receiving 20 Hours ECE.

Where a 20 Hours ECE child is absent and that child's place is filled with a conditional or casual child who has been charged fees, the service **must** claim subsidy funding, not 20 Hours ECE funding.

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## Introduction

The Three Week Rule for Continuous Absence (Three Week Rule) limits the period of time that the Ministry will fund continuous absences, to three weeks.

This section explains the Three Week Rule, and how to apply it.

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## Three Week Rule

Services may claim funding for all sessions/days a child was enrolled to attend, but was absent from, within a three week period. The three week period begins on the first day of absence.

Services **must not** claim funding for absences that continue into the fourth week and beyond.

Funding resumes when the child returns to the service.

**Services must not claim funding following notification from a parent/guardian that a child will not be returning to the service – even if the three week period has not ended. Funding claimed beyond this point will be recovered.**

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## Rationale

The ECE Funding Subsidy is payable to services on the basis of child enrolments. This enables services to claim funding for children who are absent. Some children are absent for lengthy periods of time. On occasion, children who appear 'absent' will have left the service.

The Ministry wishes to maintain a reasonable level of funding for children who will return to the service. A level of security in funding allows services to budget more effectively.

Services should not be penalised if they are unaware that an absent child will not be returning to the service. However, the Ministry cannot fund absences indefinitely.

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## Special needs exemptions

Children with special needs or health problems may need to be absent for more than three weeks. Services can apply for an exemption to the Three Week Rule for these children.

See **Section 7-7** for details on how to apply for an exemption

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


## Examples

The examples on the next two pages illustrate how the Three Week Rule can be applied to children enrolled for one, three or five sessions per week.

In all cases, funding can be claimed for **all sessions the child was absent from within a three week period**. The three week period begins on the first day of absence

## Key for examples

Use the key below to understand the shading and letters used in the examples.

-  Days the child was not enrolled to attend.
-  Days the child was enrolled to attend and was absent and funding **can** be claimed.
-  Days the child was enrolled to attend and was absent and funding **cannot** be claimed.
-  Days the child attended.

## Example 1

The example below illustrates how the Three Week Rule can be applied to a child enrolled for **one session or day per week**

Normal Funding			Absence Week One <b>FUNDED</b>							Absence Week Two <b>FUNDED</b>							Absence Week Three <b>FUNDED</b>							Absence Week 4 <b>UNFUNDED</b>		
F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S		T	W
			a							a							a									

## Example 2

The example below illustrates how the Three Week Rule can be applied to a child enrolled for **three sessions or days per week**:

Normal Funding			Absence Week One <b>FUNDED</b>							Absence Week Two <b>FUNDED</b>							Absence Week Three <b>FUNDED</b>							Absence Week 4 <b>UNFUNDED</b>		
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F		S	M	T	W		F	
✓			a		a		a			a		a		a			a		a		a					

↑  
Last attendance

**Key for examples**

Use the key below to understand the shading and letters used in the examples.

- Days the child was not enrolled to attend.
- a

 Days the child was enrolled to attend and was absent and funding **can** be claimed.
- a

 Days the child was enrolled to attend and was absent and funding **cannot** be claimed.
- ✓

 Days the child attended.

**Example 3**

The example below illustrates how the Three Week Rule can be applied to a child enrolled for **five sessions or days per week**:

Normal funding			Absence Week One FUNDED							Absence Week Two FUNDED							Absence Week Three FUNDED							Absence Week 4 UNFUNDED		
F	S	S	M	M	T	W	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S			
✓			a	a	a	a	a			a	a	a	a	a			a	a	a	a	a					




↑  
Last attendance



<b>Introduction</b>	<p>The Three Week Rule: extension for extended non-operation allows services to suspend the Three Week Rule for Continuous Absence (Three Week Rule) during an extended period of non-operation.</p>
<b>Rule for extended non-operation</b>	<p>Services that do not operate for a continuous period of <b>two weeks or more</b> may claim funding for enrolled children who are absent before and after the break.</p> <p>The Three Week Rule will be suspended on the date of the child's last session before the service closes.</p> <p>The Three Week Rule will restart from the first date the child is enrolled to attend after the centre re-opens.</p>
<b>Examples of 'extended non-operation'</b>	<p>Some examples of extended non-operation where the Three Week Rule can be suspended are:</p> <ul style="list-style-type: none"> <li>• Christmas holidays</li> <li>• 'end of term' holidays</li> <li>• when a service is closed for renovations.</li> </ul> <p>If you are unsure if your service can suspend the Three Week Rule during a period in which your service will not be operating, please contact your <b>Ministry regional office</b> for guidance.</p>
<b>Examples:</b>	<p>The examples on the next page illustrate how the Three Week Rule Extension for Extended Non-Operation can be applied to children who have been absent for different periods prior to the period of non-operation.</p>

## Key for examples

Use the key below to understand the shading and letters used in the examples.

-  Days the child was not enrolled to attend.
-  Days the child was enrolled to attend and was absent and funding **can** be claimed.
-  Days the child was enrolled to attend and was absent and funding **cannot** be claimed.

### Example 1 – Enrolled one day per week

The example below illustrates how the Three Week Rule Extension for Extended Non-Operation can be applied to a child enrolled for **one session or day per week**:

Week 1 FUNDED			Closure	Wk 1 ctd...	Week 2 FUNDED							Week 3 FUNDED							Week 4 UNFUNDED			
T	W	T	2+ weeks	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M		W	T	F
a					a							a										

↑  
Service closes

↑  
Service reopens

### Example 2 – Enrolled three days a week

The example below illustrates how the Three Week Rule Extension for Extended Non-Operation can be applied to a child enrolled for **three sessions or days per week**:

Normal funding		Week 1 FUNDED							Week 2 FUNDED							Week 3 FUNDED			Closure	Week 3 ctd...		Week 4 UNFUNDED		
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	2+ weeks	M	T		T	
✓		a		a			a		a		a			a		a		a		a				
↑ Last attendance																	↑ Service closes				↑ Service reopens			

### Example 3 – Enrolled five days a week

The example below illustrates how the Three Week Rule Extension for Extended Non-Operation can be applied to a child enrolled for **five sessions or days per week**:

Normal funding	Week 1 FUNDED								Week 2 FUNDED					Closure	Week 3 FUNDED							Week 4 UNFUNDED		
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	2+ weeks	M	T	W	T	F	S	S		
✓			a	a	a	a	a			a	a	a	a	a		a	a	a	a	a				

↑ Last attendance
↑ Service closes
↑ Service reopens

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**Introduction**

The Frequent Absence Rule ensures that enrolment agreements match attendance patterns as closely as possible, so that funding can be delivered fairly and accurately.

This section:

- explains the Frequent Absence Rule **and**
- describes when and how to apply the Frequent Absence Rule.

For examples of the Frequent Absence Rule, please refer to **Section 6-7**.

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**Frequent Absence Rule**

A child's attendance **must** match their enrolment agreement for at least half (i.e. 50 per cent or more) of each calendar month.

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**Rationale**

Enrolment agreements can become outdated. Parents or guardians might not notify services when their child's attendance will be changing, or attendance patterns may evolve over time.

The Frequent Absence Rule helps services identify absence patterns that suggest a change in enrolment may be needed. By keeping enrolment agreements up-to-date, services can ensure that their funding is calculated accurately.

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**When to apply the Frequent Absence Rule**

The Frequent Absence Rule **must** be applied in these three situations:

1. when a child is absent **on the same enrolled day or days of the week** for more than half of these days in a calendar month **or**
  2. when a child **attends for fewer days per week** than they are enrolled to attend, in more than half of the weeks in a calendar month **or**
  3. when a child attends **fewer hours** than they are enrolled to attend, on a daily basis, on more than half of their enrolled days in a calendar month. **Note:** this does not apply to sessional services.
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## How to apply the Frequent Absence Rule

To apply the Frequent Absence Rule, you **must** check child attendance patterns at the end of each month.

Follow the instructions in this table (and the examples on the following pages) to apply the Frequent Absence Rule:

Step	Action								
1	At the end of each month <b>check</b> the attendance pattern of each child in your service.								
2	<table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>a. a child has been absent <b>on the same enrolled day or days of the week</b> for more than half of these days in the month <b>OR</b></td><td>❖ note down that the child's absences <b>must</b> be monitored in the following month <b>AND</b></td></tr> <tr> <td>b. a child has attended <b>fewer hours</b> than they were enrolled to attend, for more than half of their enrolled days in the month <b>OR</b></td><td>❖ claim funding for the child's absences.</td></tr> <tr> <td>c. a child <b>attends for fewer days per week</b> than they are enrolled to attend, for more than half of the weeks in the month.</td><td></td></tr> </table>	If...	Then...	a. a child has been absent <b>on the same enrolled day or days of the week</b> for more than half of these days in the month <b>OR</b>	❖ note down that the child's absences <b>must</b> be monitored in the following month <b>AND</b>	b. a child has attended <b>fewer hours</b> than they were enrolled to attend, for more than half of their enrolled days in the month <b>OR</b>	❖ claim funding for the child's absences.	c. a child <b>attends for fewer days per week</b> than they are enrolled to attend, for more than half of the weeks in the month.	
If...	Then...								
a. a child has been absent <b>on the same enrolled day or days of the week</b> for more than half of these days in the month <b>OR</b>	❖ note down that the child's absences <b>must</b> be monitored in the following month <b>AND</b>								
b. a child has attended <b>fewer hours</b> than they were enrolled to attend, for more than half of their enrolled days in the month <b>OR</b>	❖ claim funding for the child's absences.								
c. a child <b>attends for fewer days per week</b> than they are enrolled to attend, for more than half of the weeks in the month.									
3	At the end of the next month <b>check</b> the absence pattern of the frequently absent child again (as part of checking the absence patterns for all children in your service).								
4	<table> <tr> <th>If the child's absence pattern...</th><th>Then...</th></tr> <tr> <td>❖ is the same as in the previous month</td><td>           ❖ you <b>must</b> reconfirm the child's enrolment agreement with their parent/guardian, and            ❖ claim funding for the child's absences.         </td></tr> </table>	If the child's absence pattern...	Then...	❖ is the same as in the previous month	❖ you <b>must</b> reconfirm the child's enrolment agreement with their parent/guardian, and ❖ claim funding for the child's absences.				
If the child's absence pattern...	Then...								
❖ is the same as in the previous month	❖ you <b>must</b> reconfirm the child's enrolment agreement with their parent/guardian, and ❖ claim funding for the child's absences.								
5	Funding for absences in the third month <b>must</b> only be claimed if the child's enrolment agreement has been <b>reconfirmed</b> (see next page). If the child's enrolment agreement is not reconfirmed, funding for absences in the third month must not be claimed.								
6	Funding for absences in the fourth month <b>must</b> not be claimed and the enrolment agreement must be changed to match the child's attendance.								

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**Extension for periods of extended non-operation**

Services that do not operate for a period of two weeks or more may extend the Frequent Absence rule where a child has already been frequently absent in the previous month.

The Frequent Absence Rule must be continued from the next full month of operation after the period of non-operation.

For example, if a pattern of frequent absence first occurred in the month of December, this would be **month one**. If a service did not operate in January for a period of **two weeks or more** and February was the next full month of operation, February would be **month two**.

Some examples of extended non-operation where the Frequent Absence Rule can be suspended are:

- Christmas holidays
- End of term' holidays
- When a service is closed for renovations

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**Examples**

**Section 6-8** works through several examples of the Frequent Absence Rule.

Please refer to this section for an illustration of how to apply the Frequent Absence Rule.

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**Reconfirming an enrolment agreement**

To reconfirm an enrolment agreement you **must either** have the enrolment agreement **signed and dated** by the child's parent/guardian, confirming that the enrolment agreement remains valid **or** change the child's enrolment agreement to include new days and times that the child is expected to attend **and** have the changes **signed and dated** by the child's parent/guardian.

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**Exemptions from the Frequent Absence Rule**

Children with **special needs or health problems may be absent more frequently**. Services may apply for an exemption to the Frequent Absence Rule for these children.

See **Section 7-7** for details on applying for an exemption

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**Introduction**

This section illustrates how the Frequent Absence Rule can be applied in the three different situations outlined in the previous section.

These are not the only situations where the Frequent Absence Rule should be applied.

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**If you are unsure**

Please contact your **Ministry regional office** or the Resourcing Contact Centre if you are unsure whether you are applying the Frequent Absence Rule correctly.

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## Key for examples

Use the key below to understand the shading and letters used in the examples.



Days the child was **not** enrolled to attend.



Days the child was enrolled to attend.

✓ Days the child attended their normal enrolled hours.

a Days the child was enrolled to attend and was **absent**.

## Example 1 – absence on a particular day

Kristen is enrolled to attend an early childhood service five days a week.

Below is the August attendance register for Kristen:




	M	T	W	TH	F	S	S
Week 1	✓	✓	✓	a	a		
Week 2	✓	✓	✓	✓	✓		
Week 3	✓	✓	✓	✓	a		
Week 4	✓	✓	✓	a	a		

The Frequent Absence problem is...	The early childhood service must...	Funding <u>may</u> be claimed for...	Funding <u>may not</u> be claimed for...
Kristen was absent for more than half of the Fridays in August.	monitor Kristen's attendance in September <b>and</b> if Kristen is absent for more than half of the Fridays in September, her enrolment agreement will need to be reconfirmed at the end of September.	<ul style="list-style-type: none"> <li>❖ Kristen's <b>enrolled hours</b> in August and September <b>and</b> Kristen's <b>enrolled hours</b> in October <b>if</b> <ul style="list-style-type: none"> <li>• her attendance pattern returns to normal in October <b>or</b></li> <li>• Kristen's enrolment agreement is changed or reconfirmed.</li> </ul> </li> </ul>	Kristen's Friday absences in October if she continued to be absent for more than half of the Fridays in September <b>and</b> her enrolment agreement <b>is not</b> reconfirmed or changed.

## 6-8 The Frequent Absence Rule - examples, Continued

### Key for examples

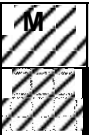



Use the key below to understand the shading and letters used in the examples.

-  Days the child was **not** enrolled to attend.
-  Days the child was enrolled to attend.
- ✓ Days the child attended their normal enrolled hours.
- 6 Days the child attended for **fewer hours** than enrolled (and the number of hours the child attended).
-  Days in the previous or following month.

### Example 2 – Fewer hours per day

Sione is enrolled to attend an early childhood centre for four hours a day on Monday, Wednesday and Friday.

Below is the number of hours Sione attended each day during November:




	M	T	W	TH	F	S	S
Week 1			✓		✓		
Week 2	3		3		2.5		
Week 3	4		3		3		
Week 4	3		4		4		
Week 5	2.5		3				

The Frequent Absence problem is...	The early childhood centre must...	Funding <u>may</u> be claimed for...	Funding <u>may not</u> be claimed for...
Sione has attended for fewer than 4 hours a day on more than half of his enrolled days in November.	monitor Sione's attendance in December <b>and</b> if Sione attends for fewer than 4 hours on more than half of his enrolled days in December, Sione's enrolment agreement will need to be reconfirmed at the end of December.	Sione's <b>enrolled hours</b> in November and December <b>and</b> Sione's <b>enrolled hours</b> in January <b>if</b> <ul style="list-style-type: none"> <li>❖ his attendance pattern returns to normal in December <b>or</b></li> <li>❖ his enrolment agreement is reconfirmed or changed.</li> </ul>	the hours Sione was absent in January if he continued to attend for less than 4 hours per enrolled day on more than half of his enrolled days in December <b>and</b> his enrolment agreement <b>is not</b> reconfirmed or changed.



### Key for examples






Use the key below to understand the shading and letters used in the examples.

-  Days the child was **not** enrolled to attend.
-  Days the child was enrolled to attend.
- ✓ Days the child attended their normal enrolled hours.
- a Days the child was enrolled to attend and was **absent**.
-  Days in the previous or following month.

### Example 3 – fewer days per week

Vijay is enrolled to attend an early childhood centre for five days a week.

Below is the February attendance register for Vijay:

	M	T	W	TH	F	S	S
Week 1	✓	✓	✓	a	a		
Week 2	a	a	✓	✓	✓		
Week 3	✓	✓	✓	a	a		
Week 4	a	a	✓	✓	✓		
Week 5	✓	✓					

The Frequent Absence problem is...	The early childhood service must...	Funding <u>may</u> be claimed for...	Funding <u>may not</u> be claimed for...
Vijay has attended for fewer than five days a week in more than half of the weeks in February.	monitor Vijay's attendance in March <b>and</b> if Vijay does not attend for five days a week for more than half of the weeks in March, his enrolment agreement will need to be reconfirmed at the end of March.	Vijay's <b>enrolled hours</b> in February and March <b>and</b> Vijay's <b>enrolled hours</b> in April <b>if</b> <ul style="list-style-type: none"> <li>❖ his attendance pattern returned to normal in March <b>or</b></li> <li>❖ his enrolment agreement is reconfirmed or changed.</li> </ul>	Vijay's absences in April if he continues to attend less than five days a week for more than half of the weeks in March <b>and</b> his enrolment agreement <b>is not</b> reconfirmed or changed.

## 6-9 Funding for make-up days

<b>Description</b>	<hr/> <p>Children who are absent on an enrolled day may have their booking transferred to another day.</p> <p>This is known as a 'make-up day'.</p> <hr/>
<b>Service discretion</b>	<hr/> <p>The availability of a make-up day is at the discretion of the service.</p> <p>Services <b>must</b> ensure that licence maximums are not exceeded when children are attending a make-up day.</p> <hr/>
<b>Funding for make-up days</b>	<hr/> <p>Funding <b>must not</b> be claimed for both the absence and the make-up day when the child is only fulfilling their enrolment expectation.</p> <hr/>