An Roinn Leanaí agus Gnóthaí Óige
Department of Children and Youth Affairs

pobal 25 YEARS
government supporting communities

Good Practice Guide - Attendance Records

The maintenance of good attendance records is a requirement for both compliance with the DCYA Funded Programme Rules and the Child Care Act 1991 (Early Years Services) Regulations 2016. Attendance records can be maintained in a variety of formats e.g roll books, weekly sheet formats or electronic formats. Pobal/the DCYA don't direct any specific format be used however from a good practice perspective we have collated some tips on how attendance can be consistently recorded to meet the DCYA Funded Programme requirements. For more support please contact your local City/County Childcare Committee.

From the Start

- Ensure there are attendance records /roll books for each session/room including Breakfast clubs.
- State Child's full name (as per PIP records) - Don't use nicknames.
- Keep names of children in a consistent sequence throughout the cycle (facilitates attendance tracking). If a new child starts with the service, add their name to the bottom of the list.
- Use a ball point pen not pencil.
- Ensure attendance records/ roll books are accessible from beginning of cycle (including where a child's registration period has expired).
- Ensure attendance records /roll books are filled out by staff member working in the room.
- Keep Parent's Sign in and out book separate to Attendance records /roll books (if necessary).
- Don't use individual daily sheets/diaries.
- Date the week of attendance.

Each Day

- Input time of arrival and departure for all children within the service including Afterschool. (Where a service collects children from a school for an afterschool service, please record attendance from the time the children are under the services responsibility.) Don't use ticks.
- Ensure Staff attendance is recorded daily on each room/session attendance records/roll book.

Absences/ Leavers/ Movers

- Be consistent in documenting non attendence e.g. always use an X for absent.
- If a child leaves the service, leave name on roll book and put a line through the remaining days of programme cycle to show as a leaver.
- If a child moves session/room within the service during the cycle – enter a note to reflect this on attendance records/ roll books.
- If child shares their day/week on an ongoing basis between different sessions/rooms – enter a note to reflect this on attendance records/ roll books.
- A Child should be recorded in record of attendance for each room they attend if moving rooms during day/week.
- Don't use Tippex on the attendance sheet/roll book - keep the information visible if a child has left.

Weekly Sheets

- If using weekly sheets, keep in date order and secure in a folder.

Electronic Records

- Make sure they are consistent and show attendance of child for full cycle.
- Where electronic records are maintained, the service **must** be able to produce weekly/monthly reports for individual children which show their level of attendance for the cycle to date. It is recommended that these reports are regularly produced and made available for compliance purposes.
- Make sure that the password is to hand and that a staff member understands how to retrieve the information from the system.

Archiving

- Attendance records/ roll books must be kept for the time periods outlined in each programmes Grant Agreement e.g 2016/2017 ECCE requirement states 7 years after the cycle ends.

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Room:			SAMPLE CHILD ATTENDANCE RECORD							
Week Ending: __/__/_____	Monday		Tuesday		Wednesday		Thursday		Friday	
Childs Name	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure

Room:			SAMPLE STAFF ATTENDANCE RECORD							
Week Ending: __/__/_____	Monday		Tuesday		Wednesday		Thursday		Friday	
Staff Name:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time: