

## Good Practice Guide - Attendance Records

The maintenance of good attendance records is a requirement for compliance with the **DCEDIY Rules for the ECCE Programme**. Attendance records can be maintained in a variety of formats e.g. roll books, weekly sheet formats, or electronic formats. Pobal/DCEDIY 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 DCEDIY Funded Programme requirements. For more support please contact your local CCC.

### From the Start

- Ensure there are attendance records/roll books for each session/room including breakfast clubs.
- State child's full name (as per EY HIVE 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 ELC service, add their name to the bottom of the list.
- Staff names should be included on all attendance records.
- 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/guardian's sign in and out book separate to attendance records/roll books (if necessary).
- Don't use individual daily sheets/diaries. Weekly formats are strongly encouraged.
- Date the week of attendance.

### Each Day

- Input time of arrival and departure for all children within the ELC 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 ELC service's responsibility. Don't use ticks. Record attendance in real-time, as arrival and/or departures occur.
- Ensure staff attendance is recorded daily on each room/session attendance records/roll book.

### Absences/ Leavers/ Movers

- Be consistent in documenting non-attendance e.g. always use an X for absent.
- If a child leaves the ELC service, leave name on roll book and put a line through the remaining days of the programme cycle to show as a leaver.
- If a child moves session/room within the ELC 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 a child for a full cycle.
- Where electronic records are maintained, the approved provider **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 as outlined in this DCEDIY Rules for the ECCE Programme document i.e. a minimum period of 6 years from the expiry date of ECCE 2024/2025 Funding Agreement.

