



Attendance, Arrival, Collection and Departure Policy

Current as at 30 August 2026. This policy explains how Araya Tuition records attendance and manages safe arrival and collection.

1. Purpose

Araya Tuition uses attendance, arrival and collection procedures to help keep students accounted for, supervised and safely released to approved adults.

2. Arrival and Sign-In

Students should arrive at the agreed session time and follow sign-in instructions. Parents and carers must advise Araya if a student will be absent, late or leaving early.

Araya may record arrival time, attendance status, session participation, late arrival, early departure and relevant parent communications.

3. Collection and Departure

Students will be released according to approved collection arrangements recorded during enrolment or later confirmed by the parent or carer.

If there is uncertainty about collection authority, safety, illness, distress or contact details, Araya may delay release until reasonable verification is completed.

4. Incursions, Excursions and Activities

Separate attendance, permission and safety records may be kept for incursions, excursions, sport, camps or special activities.