

Register Procedure.

All children are registered on Famly by a member of staff as they arrive and leave the setting.

When children arrive they should be signed in as soon as possible so that the correct time shows on the attendance report.

When children are collected they should be signed out on the Famly app as soon as possible so the correct time shows on the attendance report.

If a child leaves the setting for an appointment they should be signed out and in again when they return.

Editing the Sign-In/Out Times of a Child

If you need to change the information about a child's sign-in /out time, you do this on the attendance report. To do this:

- Click on the child's name, on the day in question.
- A box appears (*as below*), which gives you the opportunity to either **Edit**, **Add** or remove sign in or out times, **Add a holiday** day, or an **Add a sick day**.
- Once you've made the changes you need to, click **Update**

The screenshot shows the 'Attendance on 21 February' screen for a child named Hannah Dunn. At the top, there's a title bar with a close button (X). Below it, the child's name 'Hannah Dunn' is displayed. A grey bar indicates 'Expected to Attend' with a checkmark. Below that, a green bar shows the sign-in and sign-out times '06:50 - 14:43' with a green checkmark. To the right of the times are edit (pencil) and delete (trash) icons. At the bottom, there's a row of four buttons: 'Sign in' (plus icon), 'Holiday' (sun icon), 'Sick Day' (pill icon), and 'Absence' (no entry icon).

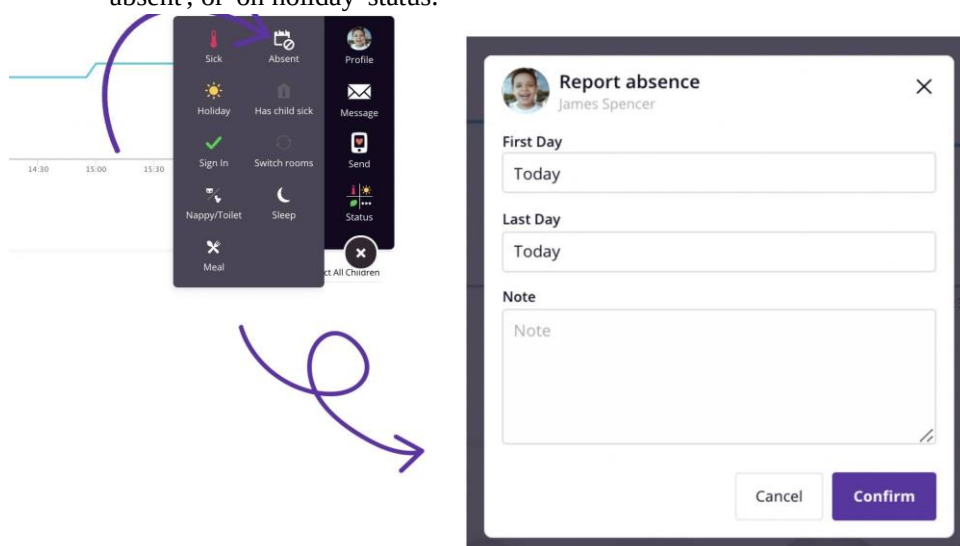
If a child is absent parents are asked to give the reason using the Famly app. If parents have not done this staff should contact the parent via Famly and enquire as to the reason for the absence. Staff should then mark the reason for the absence on Famly. This can be noted as holiday, sickness or other absence on Famly.

Updating a child's status to 'absent', 'off sick', or 'on holiday'

To record a child's absence:

- Head to the overview and select the child/children who are off sick, or on holiday, by clicking on their photo.

- You will get the normal status bar on the right-hand side, where you can select the 'sick', 'absent', or 'on holiday' status:

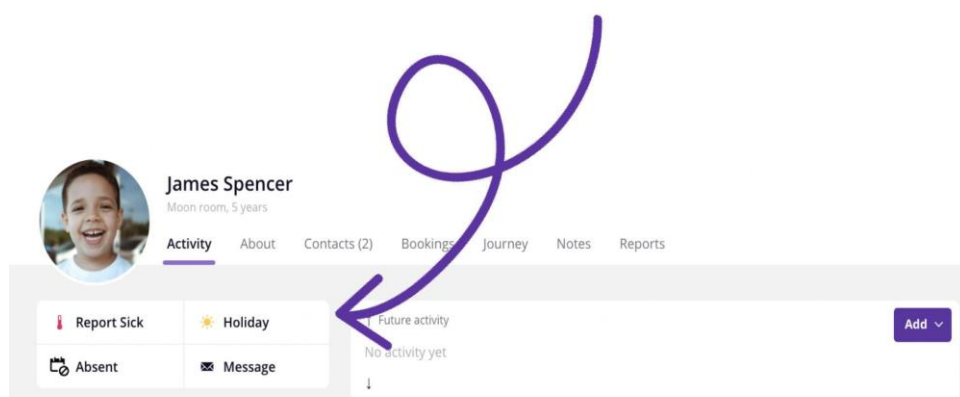


- Once you click on 'Absent', you can input the period this applies to and any notes.

Recording a child's absence from their profile

You can also record a child as being absent via their profile. To do this:

- Log into the app
- Locate the profile of the child who is absent
- Click on the '**Activity**' tab
- Click on the appropriate status, under the child's photo (*as below*)



Removing an incorrectly recorded absence

If you have accidentally or incorrectly reported a child as absent or on holiday, you can correct it on the attendance report.

PLEASE NOTE: If you accidentally change a child's status to 'sick' or 'on holiday', the child will **automatically be signed out of the setting**. As well as following the steps above to remove the status, you will need to ensure the child is signed back in.

Signed:

