

# InceyWinceys Day Nursery

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## Child Non-Attendance Policy

At Incey Winceys Day Nursery and Preschool we understand the need for time off for the children, ranging from illness and personal circumstances to holidays and valued time with family.

We recognise that we may be the first people aware of potential issues relating to you or your family, such as needing medical attention, and therefore we feel it is necessary to be assured that all is well, even when the child is off.

The Famly app allows parents to log non-attendance which helps us monitor the wellbeing and safety of the children, and make preparations for ordering milk and cooked dinner, to preparing staff deployment and plans such as outings.

If you know your child will be off for a period of time, eg the whole week, there is no need to mark this individually each day, as the app allows you to report for the week in one go.

If the non-attendance is not logged on Famly by 11am a member of the team will contact you, initially via Famly and afterwards on the phone if needed, to make sure you and your child are well.

If a child is absent for a prolonged period or the child is absent without notification from the parents. Attempts will be made to contact the parents/carers. If we cannot get hold of you, we will contact the emergency contacts or even visit your home if we feel this is appropriate.

At Incey Winceys we adhere to our Safeguarding Policy, and any concerns will be referred to the local children's social care services and/or a police welfare check request.

Thank you for your co-operation.