

20<sup>th</sup> June 2025

Dear Parent/Carer,

### Using Class Charts to Report a Student Absence

From Monday 23<sup>rd</sup> June, we are improving/simplifying the way parents can report absences to school. Class Charts now allows parents to report their child absent from school via their Class Charts account. This can be done via the website or via the Class Charts iOS or Android app. Attendance staff are able to see, at a glance, the absent pupils and the reason for the absence. Staff are able to acknowledge the absence to the parent and directly message the parent if needed.

If you have not downloaded the Class Charts app, you can download Class Charts at the Google Play Store or the Apple App Store. Or you can create an account via any browser on a PC or Mac by navigating to - <https://www.classcharts.com/parent/login>

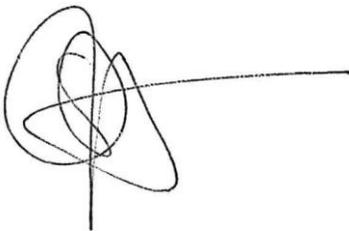
If you do not have a smart phone or are unavailable to get the Class Charts app you can use the website.

Absences will only be authorised if they are caused by genuine illness or by 'exceptional circumstances'. In the case of illness, school may ask parent/carers to produce a doctor's note, especially in case of extended or regular absence.

***If your child is too ill to come to school, it is essential that we are alerted before 9.00am in the morning, using Class Charts or leaving a message on 01452 770301 Option 1. Please make sure you contact the school every day your child is absent. From September 2025 there will be no other methods available for absence reporting.***

This allows us to update our attendance records and ensure we can accurately account for every student and are in a position to quickly act if a child goes missing.

Kind Regards



**Mr S Shaw**  
**Headteacher**