



Executive Headteacher: Mrs L. A. Gwinnett

Ref: 3272 LMA

20 May 2022

Dear Parents,

Reporting Absences via ClassCharts

We currently use ClassCharts as a communication tool for home-school liaison and this allows parents and students to:

1. See a student's timetable
2. access details on homework that has been set
3. view rewards and behaviour points
4. be informed of any detentions that have been issued
5. receive notifications of events and notices from teacher.

We are pleased to let you know that from **Monday 23 May** you will be able to report your child's absence to school using your [parent] ClassCharts App or through the [ClassCharts website](#). From Monday, all other methods of absence reporting, such as calling or emailing school will no longer be in use.

To support all of our parents to do this, alongside this letter, we will reissue your ClassCharts access code – this will come direct from ClassCharts direct. If you do not receive this, please check your junk email. This will be via email and sent to the contacts that are held on the school system. Both parents will get an email with their code. If you log in regularly, you will be able to disregard the email with the code in.

From Monday, you report an absence by:

- Opening the ClassCharts App or [login to the website](#)
- selecting the 'Absences Tab'
- clicking on 'Report New Absence'
- completing the form with the information requested
- clicking the 'Submit' button

Once the absence has been reported and received by school you will receive an acknowledgement. Please note that this acknowledgement of receipt does not mean that the absence has been authorised by the school.

Parents should be aware that the decision whether to authorise an absence or not rests with the school. If there is any ambiguity related to an absence, school may request further evidence from parents before a decision is made to authorise the absence. This may be in the form of a prescription, an appointment card or other information.



BURSCOUGH PRIORY ACADEMY

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Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school, causing a pattern of non-attendance. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend school it is better for a parent to contact the school to enable both to work together to resolve the issue.

If your child is absent from school and you do not report it, the Attendance Officer will carry out a first day absence procedure. This will involve:

- Contacting you by text message or telephone
- contacting you by letter
- if necessary, carry out a home visit to check the welfare and safety of a young person.

Thank you for your support and please look out for your ClassCharts code. If you need any support or further information, please contact us at enquiries@burscoughprioryacademy.org

Yours faithfully,

L MacLaren

Mrs MacLaren
Headteacher

