



Burscough Priory Academy
www.burscoughprioryacademy.org
Headteacher Mrs L MacLaren

Ref: 3486 LOL

29 March 2024

Dear Parent,

Reporting Absences

We are currently streamlining our reporting absences systems to make it easier and more efficient for everyone. The changes will take place from **Monday 15 April 2024**. Our main two systems of reporting a student's absence will be Option 1 - Telephone call and Option 2 - ClassCharts website. **This means reporting absence by email and SchoolComms will not be monitored.** This is to streamline our systems and maximise the amount of time our staff have available to speak to students, parents and complete visits.

From Monday 15 April 2024 you can:

Option 1 – Telephone call

The contact number for reporting absence is 01704 893259, Press 1 for attendance.

Option 2 – ClassCharts

To support all of our parents to do this, alongside this letter, yesterday we reissued your ClassCharts access code this should come directly from ClassCharts. If you did 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.

To report an absence by ClassCharts:

- 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.



An Endeavour Learning Trust School
Registered in England
Company Registration Number 7848372
VAT Registration Number 125718416

01704 893 259

✉ enquiries@burscoughprioryacademy.org
📍 Trevor Road, Burscough, Lancashire, L40 7RZ



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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 L MacLaren
Headteacher

L Oliver

Mrs L Oliver
Assistant Headteacher



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