

# Absence Reporting

**Absence reporting is enabled in ParentMail to allow parents/carers to report absences through their mobile devices in less than 1 minute.**

All schools must record details of pupils' attendance and absence at school. They do this at the beginning of morning and afternoon sessions, meaning that each day your child receives two half day marks.

If your child is going to be absent from school, (e.g. for an unavoidable appointment) then you should let the school know as soon as possible. If your child has been absent due to an unexpected event, such as bereavement or illness, then you must also let the school know on the first day of absence, and then on each subsequent day of absence, in line with the school's attendance policy.

The school will then record the absence. If you fail to tell the school as to why your child has not been present then the school may record that period of absence as being unauthorised.

## **How to notify the school if your child is absent**

At Ralph Sadleir School, we use ParentMail for absence reporting. You can report your child's absence quickly and easily on your smartphone, tablet or computer in as little as 1 minute.

Any pupil absence, whatever the reason, **must be reported by 8.30am** on the first morning of absence, and then on each subsequent day of absence, using the Absence menu option available from ParentMail.

1. Open ParentMail / Absence and select the name of your child who will be absent.
2. Click Add in the top right-hand corner of ParentMail.
3. Select a reason for absence from the drop-down menu.
4. Select an amount of time that the child is likely to be off school for.
5. Add as much information as possible in the additional notes then submit.

Please give a brief description of the reason for absence. If your child is ill, then please explain the nature of your child's illness.

## **Change in Reporting Medical Appointments**

All future medical appointments should also be reported using the ParentMail / Absence App along with relevant confirmation of the appointment. A letter or screenshot of the appointment should be attached to the message.

All absence queries and general queries should be emailed to the school via [admin@ralphsadleir.academy](mailto:admin@ralphsadleir.academy) and not via the ParentMail App. The messaging function is solely for daily absence reporting and the reporting of medical appointments.

In the event of not being able to access the App then please call the Attendance Line Number - 01920 821042 Option 1.

Please do not report absences via the Admin School Office or the main school number.

### **Late arrival/missed registration**

Any pupil missing from registration, either morning or afternoon for any reason, should sign in at the school office. If they do not, an unauthorised absence may remain on their record and parents/carers may be notified of absence unnecessarily.

If parents/carers are aware of a reason why their child will arrive late on any occasion, they should notify the school by the ParentMail / Absence phone App.

### **Signing Out/In**

Pupils should sign out at the main office. Any pupil needing to leave during the school day for an appointment, etc. should have already advised the school by using the ParentMail / Absence.

Pupils will not be allowed off site if the school has not received prior advice of the appointment and contact will be made with a parent/carer. All pupils must be collected, they cannot travel independently to appointments even if authorised by parents/carers.

Signing back in on return from an appointment must also be done at the school office.