



SANDWELL ACADEMY



**Class Charts
Attendance and Absence – Parent
Guide**



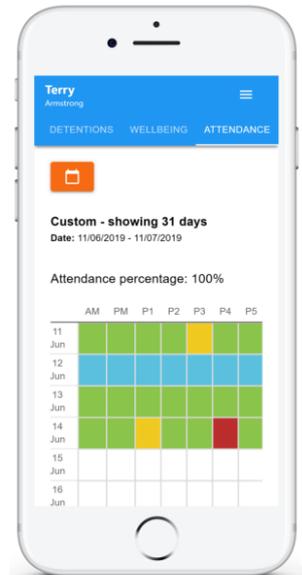
Monitoring Attendance

You will need to select the **Attendance** tab. Selecting this tab will present you with a table of your child's attendance data for the past 31 days.

To change the displayed timeframe of attendance records, click on the Date button and select the date range of your choice.

Attendance records fall under four categories:

- **Present**: Your child attended the lesson.
- **Late**: Your child was late to the lesson.
- **Authorised absence**: Your child did not attend the lesson, but had a valid reason for doing so.
- **Unauthorised absence**: Your child did not attend the lesson and did not have a valid reason to do so.



Reporting Absence

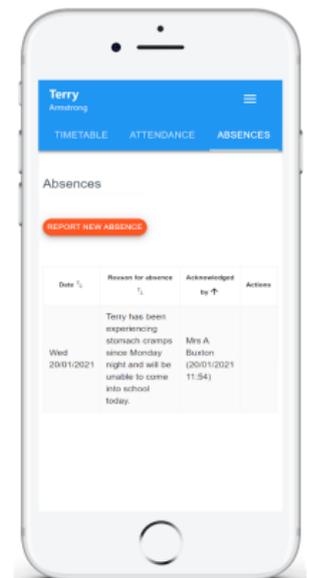
To report an absence, you will need to access the **Absence** tab.

Selecting this tab will display a list of absences that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence report.

To report an absence:

- Click on the **Report new absence** button.
- Enter the **details** of the reported absence into the form provided.
- Add supporting evidence by clicking on the Attach supporting evidence button and select the files of your choice. You can include up to 5 files in your absence report as supporting **evidence**. To do this,
- Click on the Submit button to send your pupil's absence report to their school.

The absence can be edited and deleted until it has been acknowledged by a teacher.



Date of absence
26/01/2021

Reason for absence
Terry missed the bus today.

Please report your child's absences as soon as possible

Attachments

+ ATTACH SUPPORTING EVIDENCE

You can upload a maximum of 5 attachments, each up to 250mb in size.

SUBMIT CANCEL