



ClassCharts

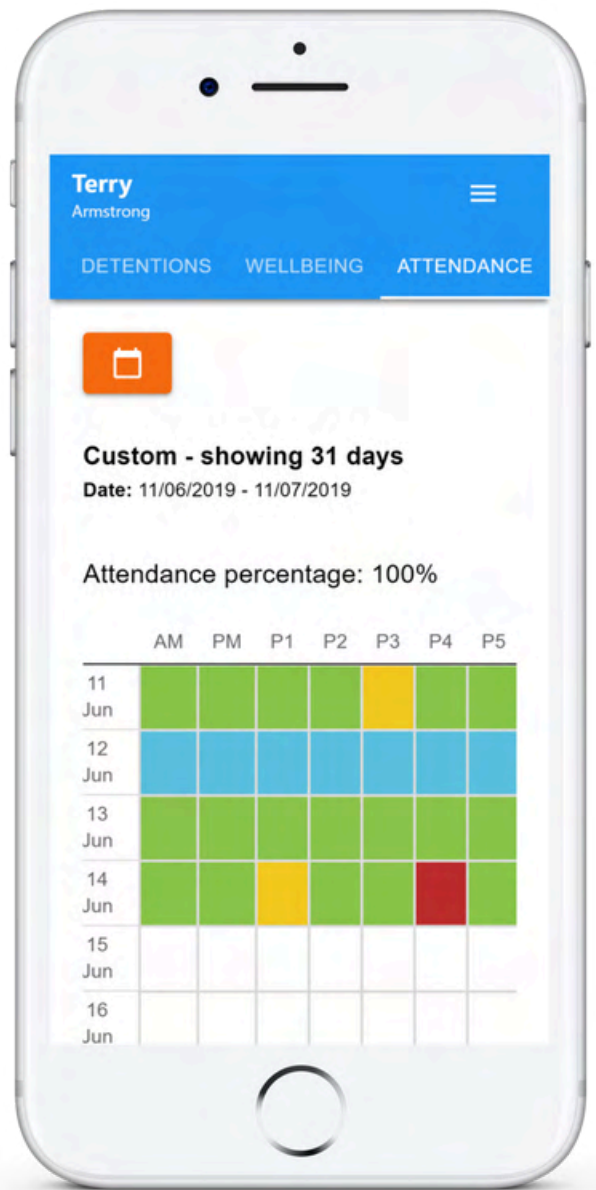
Part of **tes**

Checking Attendance with Parent accounts

Attendance

If your school has decided to share attendance records with parents, you will see the [Attendance](#) tab when viewing pupils from that school.

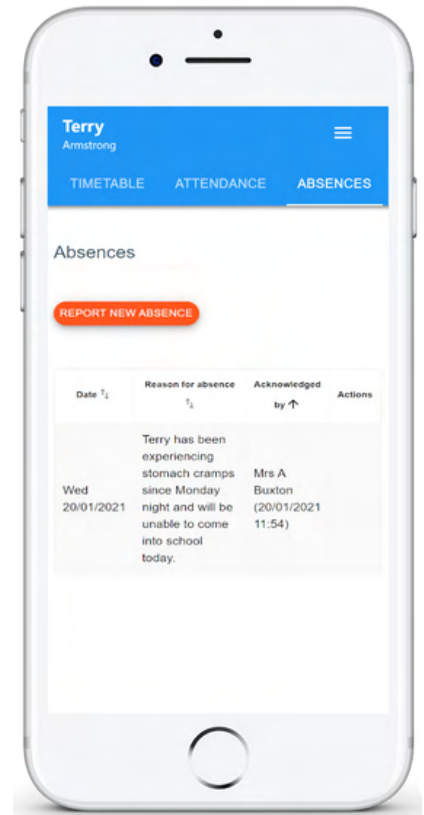
Selecting this tab will present you with a table of your child's [attendance](#) data for the past 31 days. To change the displayed timeframe of attendance records, click on the [Date](#) button and select the date range of your choice. Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#). **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.



Absences

If your school has decided to allow parents to report absences, you will see the **Absences** tab when viewing pupils from that school.

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.



Next, enter the details of the reported absence into the **form** provided. You can also include up to 5 **files** in your absence report as **supporting evidence**. To do this, click on the **Attach supporting evidence** button and select the files of your choice. 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