



10<sup>th</sup> April 2024

Dear Parent/Carer,

## Reporting Absence - Information Required

As you will be aware, we have been phasing in increased usage of ClassCharts throughout this academic year. The first phase of this included using ClassCharts to report student absence.

The vast majority of reported absence messages are detailed in allowing us to understand why a student may be absent from school. We are also grateful for the additional evidence that so many of you also provide during this quick process with the attachment function.

We currently have both students and staff in school who are extremely vulnerable following medical intervention that has left them immunosuppressed. There are specific dangers in them being exposed to pathogens because of this. We are able to use your reported absence comments to identify and ascertain likelihood and risk for them, as well as allowing us to inform medical professionals should they need treatment if they have been in prolonged contact with a child.

Please can we ask therefore that **all reported absence comments are detailed with symptoms or diagnosis** so that our systems fully support these members of our community as best they can.

For example: 'unwell' is insufficient for this purpose, 'high temperature and sore throat' would be acceptable.

Can we also ask that if a **diagnosis of any of the following infectious diseases is subsequently given upon seeking medical support the school is informed via: [office@maidenhill.gloucs.sch.uk](mailto:office@maidenhill.gloucs.sch.uk)**

- Chicken pox
- Measles
- Mumps
- Whooping cough
- Scarlet fever
- Slap cheek

Thank you for your support in this process.

Yours sincerely,

Mr A Hunter  
Head Teacher

Head Teacher: Mr A Hunter

Telephone: 01453 822469 Fax: 01453 825615 Email: [office@maidenhill.gloucs.sch.uk](mailto:office@maidenhill.gloucs.sch.uk)

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