

Ref: KH/FS/Pupil&StudentAbsence

12<sup>th</sup> November 2024



Barr Beacon School  
www.barrbeaconschool.co.uk

### Reporting Pupil & Student Absence Using WEDUC

Dear Parent / Carer,

At Barr Beacon School we encourage pupils to attend school every day striving for 100% attendance. However, sometimes absences are unavoidable. To support you to report your child's absence, we have updated the way that you can report your child's absence using WEDUC.

#### **To report your child's absence please follow these steps:**

- Log into your WEDUC account and click 'Report Absence'.
- From here you will be directed to enter the 'Reason For Absence'. *Please provide as much detail as possible.*
- If you have evidence of prescriptions, appointments or medical notes, these can be attached using the 'Paperclip Icon' underneath the box in which you have recorded the 'Reason for Absence'.
- Then click the 'Send Arrow' to submit.

The status will remain as 'Pending' until processed. If we require further information, we will contact you.

#### **Is there a hyperlink I can access to help?:**

Please follow the link for further explanation: <https://weduchelp.zendesk.com/hc/en-gb/articles/14181580731921-How-do-I-report-an-absence-for-my-child>

Absences should be reported each day. WEDUC will only allow you to report an absence for one day at a time, intentionally.

If your child's attendance is below 90%, they are considered 'Persistently Absent' and your child's Assistant Head of House will be monitoring their attendance closely.

Please note, we never authorise absence for holidays during term time.

If you have any questions, please contact [postbox@barrbeaconschool.co.uk](mailto:postbox@barrbeaconschool.co.uk).

Yours sincerely,

Mrs K Hibbs  
Headteacher



Barr Beacon School  
Old Hall Lane  
Aldridge, Walsall  
West Midlands  
WS9 0RF



**Matrix**  
Academy Trust  
EDUCATION WITHOUT EXCEPTION

0121 366 6600



Barr Beacon School



@barrbeacon.school



postbox@barrbeaconschool.co.uk

