

Dear parent/carer,

A copy of your child's attendance certificate for the period 06/09/2021 to 17/12/2021 inclusive, has been added to MCAS (My Child At School). The school recently sent you an invitation to activate your account. All school communication will now be sent via My Child At School so it is vital that you activate your account.

You can access My Child At School via the web page ([www.mychildatschool.com](http://www.mychildatschool.com)) or via the MCAS app which is free to download via App Store or Google Play store, please search for "My Child At School". Please note you must redeem your invitation code before you will be able to access MCAS. There is a step & step video on the school website on how to access My Child At School. If you still have difficulties setting up your MCAS account after watching the video, please email enquiry@arthurterry.bham.sch.uk.

At the bottom of the certificate, you will find a helpful key that will help to explain the attendance marks. Please note that the school day is made up of two possible sessions an AM mark and a PM mark. Medical appointments will only be authorised if appropriate evidence is forwarded to the Attendance Team (please see below for more information), authorised medical appointments are marked with an "M" code. As per the guidance from the Department of Education, Covid-19 is marked as "I".

### **Reporting Absence**

If your child is going to be absent from school due to illness, you must complete the 'Same Day Absence Form'. This can be accessed from the school website by clicking the blue banner on the front page or by clicking on *Parents* and then *Attendance*. The online form will need to be completed by 8:30am to ensure the attendance marks are updated. Your support with this enables us to safeguard all students. If the form is not completed, parents/carers may receive an absence message. ***Please note that this is the only way of informing school of a 'Same Day Absence' due to illness, you can no longer call the school to report an absence. Parents/carers should complete the form each day their child is absent.***

### **Reporting medical appointments**

Parents/carers will need to email [attendance@arthurterry.bham.sch.uk](mailto:attendance@arthurterry.bham.sch.uk) to inform the school of the time and date of the medical appointment, attaching appropriate evidence to support the absence such as:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Evidence of a positive Covid-19 test

If evidence is not provided, then the absence will be marked as unauthorised ("O") until evidence is provided.

Yours sincerely

### **The Attendance Team**

The Arthur Terry Learning Partnership, a charitable company limited by guarantee, registered in England and Wales, company number 07730920.

Registered office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ  
CEO Richard Gill, NPQH, NLE, FRSA