



11<sup>th</sup> January 2022

Dear Parent/Carer,

### Reporting pupil absence

We are currently experiencing a high volume of absence due to the ongoing pandemic. To support us in the management of this we would ask that all parents/carers report their child as absent by 8am. We understand that at times there may be extenuating circumstances whereby this is not possible and will work with you during those rare occasions.

To enable a smoother reporting process for parents and carers we have now enabled the 'Reporting Absence function' on Edulink One. Edulink One is a web and app based application, this means that you can either use the system either via the app or by logging in to their website through an internet browser.

### Parents' guide to Edulink

Edulink One is available by visiting the school website and clicking on the quick links icon at the top right hand corner. The information is updated directly from the school's Management System (SIMS) and is available to you 24 hours a day (excluding maintenance). After clicking the link this will take you straight to the Edulink login page for Queensbridge School. Here you need your user name and password to login. If you have not yet used Edulink One and require your username and password please contact school to request this via email to [enquiry@queensbridge.bham.sch.uk](mailto:enquiry@queensbridge.bham.sch.uk)

When reporting an absence you will need to click on the purple 'Absence Reporting' tab. From here you can quickly report an absence and you must include the reason, you can also add attachments where relevant such as a medical note, COVID test result, medical appointment letter etc.

If you need any help or support in logging into Edulink One then please contact your child's Head of Year. It is important that all parents and carers are logged in and familiar with Edulink One as we will be using this as our predominant method of communication going forward including the distribution of pupil reports.

Currently you can continue to report pupil absence by calling reception on 0121 464 5566 and selecting the attendance option or email [enquiry@queensbridge.bham.sch.uk](mailto:enquiry@queensbridge.bham.sch.uk) but this will gradually be replaced by the use of Edulink One to allow a more streamlined and efficient process through Edulink One. If you do report an absence through Edulink One then you do not need to call or email school.

Yours sincerely

Mr I Horgan  
Deputy Headteacher