



Holy Family Catholic Primary School

25th April 2025

Dear Parents and Carers

Introducing 'Studybugs' - our new system for securely reporting absence

We are pleased to announce that Holy Family Catholic School is now using a programme called Studybugs, in order to take advantage of the new technology available, to support us with monitoring attendance. Studybugs offers a way to quickly report your child's absence.

We have trialled the system with Year 6 before rolling it out to the whole school and are pleased to report that this has been successful in accurately recording absence and supporting school staff in their roles. During the trial we have learnt a few things that we would like to share with you in asking you to move to using the Studybugs app.

- 1) When registering for the app, please use the same email that school holds on record for you. This allows the 2 systems to sync more readily.
- 2) Please report absences before 9am on each morning your child is absent.
- 3) If reporting an absence for the following day, this should be done after 7pm to be recorded accurately.
- 4) The requirements to provide evidence, in line with our Attendance Policy, remain. Someone from the Attendance Team will contact you should evidence be required.
- 5) Should your child be sent home from school due to illness and you know they will be absent the following day, please remember to report them absent between 7pm and before 9am.
- 6) Please do not report appointments using the apps "Absence due to Illness". Please use the existing system and send an email to attendance@hfcs.org.uk with the evidence attached.

You can download the app from the Google Play store, App store or similar. Once you have registered your child and selected Holy Family Catholic School (you will see the logo) you will be able to 'report absence' that will come straight through to the attendance team at school. **Please note absences will need to be reported for each day a child is not in school.**

Many thanks for your help with this new initiative.

Mrs Oakes

Attendance Officer