Barnhill
COMMUNITY HIGH SCHOOL

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Headteacher: Mr J Jones LLB/LPol BA MBA NPQEL

RESPECT | WISDOM | ASPIRATION | COMMUNITY

8th October 2025

Student Absence Reporting

Dear Parents/Carers,

In order to make it easier and safer for families to report student absence, we are introducing a new system. This system uses a web portal to report absence, which is accompanied by a safe authorisation code to ensure that no mistakes or misuse takes place.

From tomorrow, (Thursday 9th October), there will be portal which you can access via this link: **https://absento.uk/barnhill** which will take you to the log in screen pictured below:
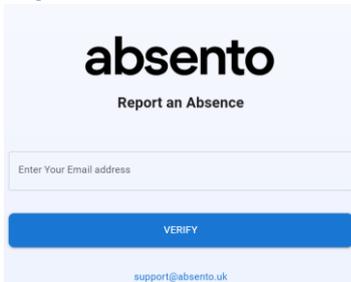
The link can also be accessed via one of the 'bubbles' on our website.

It is essential that we have your **up-to-date contact details** (email and mobile number) as you will be required to enter your **email address** to access the platform. You will then receive a '**One Time Password**' (OTP) to your email to allow you to log into the site and proceed with reporting your child's absence. This security is in place to maintain confidentiality of data and safeguard against any fraudulent activity.

Once you have successfully accessed Absento, the system will automatically present the names of any students linked to your email. A separate entry will be required for each individual child.

The option to report absence via Edulink and email will be removed from **20th October**, and, after half term, the dedicated absence phone line will be closed and you will be directed to use **Absento**. The purpose of these measures is to take advantage of technological advancement to streamline processes, promote safeguarding and ensure messaging is consistent and clear as well as to increase the efficiency and recording of all absence data.

If you do encounter any issues with accessing Absento, please email support@absento.uk. Please take this opportunity to check you have informed us of any changes to your email.
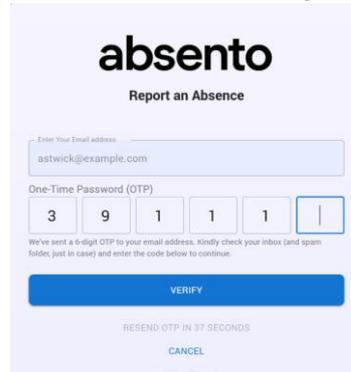
Yours sincerely,

Mr J Jones
Headteacher

ABSENTO – ABSENCE REPORTING STEPS

STEP 1: **Request access to Absento using your email.**

STEP 2: **Enter code sent to your email.**

STEP 3: **Select your child's name from the records that will appear.**

STEP 4: **Enter all fields detailing reason for absence and times as appropriate.**

Once all details are complete, click on 'SUBMIT'

STEP 5: **Receive confirmation of your submission:**