



## **Studybugs**

At Millais we use the Studybugs App for you to report your child's absence from school. It is an efficient, and secure system for reporting your child's absence due to illness.

You will need to download the free Studybugs app , or register on the Studybugs website:  
Studybugs – Parents

### Why we use Studybugs?


- It speeds up the process of communicating your child's absence with us – no emails or phone calls needed.
- As Studybugs integrates with our existing system, the reason given for the absence, when reported by parents is entered automatically against your child's name on the register and then viewed immediately by the tutor and the attendance team.
- If your child is absent and there is no reason on the register, then the system will automatically remind you to keep us posted so that we can account for every child as soon as possible.
- It will help to support your child's health and well-being when they are ill as there are links to the NHS and other public health organisations.
- It will help to maximise attendance as patterns of absence can be identified and tracked earlier.

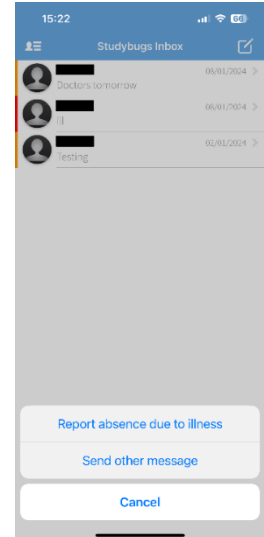
Please download the Studybugs app so that you can use this to inform us if your child is absent due to illness or has a medical appointment, or other appointment that cannot be made outside of school hours.

Please make sure you always put your child's full name and tutor group in the message box.  
Please ensure you use the same email address as the one we have on record.  
Please see below for the guide to using the Studybugs App.


# Reporting Absence on the Studybugs App.

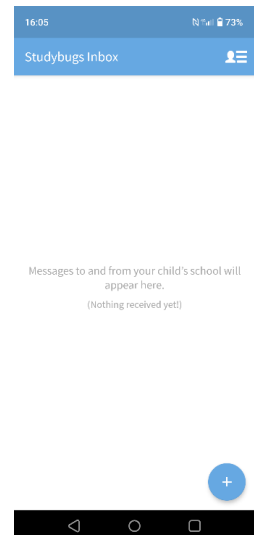
## iPhone:

- ✓ Open the app.
- ✓ From the **Studybugs Inbox** screen, tap on the  icon at the top right.
- ✓ If you wish to report an absence due to illness.
  - Tap on the **Report absence due to illness** button.
  - Fill in the details of the illness and check the **Tell Millais they're off today** option.
  - Tap the **Post** button.
- ✓ If you wish to report an upcoming appointment or pre-arranged absence.
  - Tap on the **Send other message** button.
  - Provide the details of when and why you child will be absent.
  - Tap the **Post** button.




## Android:

- ✓ Open the app.
- ✓ From the **Studybugs Inbox** screen, tap on the blue  icon at the bottom right.
- ✓ If you wish to report an absence due to illness.
  - Tap on the **Report absence due to illness** button.
  - Fill in the details of the illness and check the **Tell Millais they're off today** option.
  - Tap the **Post** button.
- ✓ If you wish to report an upcoming appointment or pre-arranged absence.
  - Tap on the **Send other message** button.
  - Provide the details of when and why you child will be absent.
  - Tap the **Post** button.




## Website:


- ✓ Go to [www.studybugs.com](http://www.studybugs.com) and select  **Sign In** on the top right of the screen.
- ✓ If you wish to report an absence due to illness.
  - Click on **Report Sick**.
  - Fill in the details of the illness and check the **Tell Millais school they're off today** option.
  - Click the **Post** button.
- ✓ If you wish to report an upcoming appointment or pre-arranged absence.
  - Click on **Report Sick**.
  - Fill in the details of the illness and uncheck the **Tell Millais school they're off today** option.
  - Tap the **Post** button.

**Report Sick**

Speak With a Teacher



Edit

**What seems to be the problem with** ?

☒ Tell Millais School she's off today

**Post**