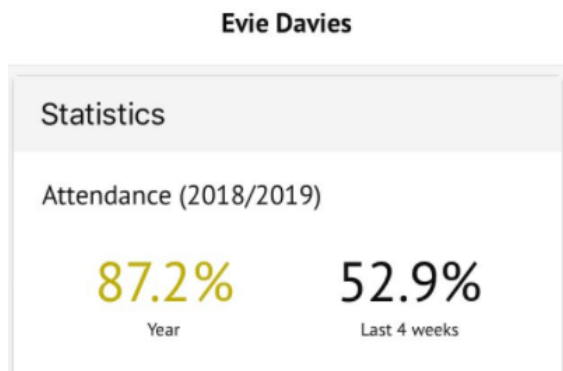


Arbor App and attendance at school

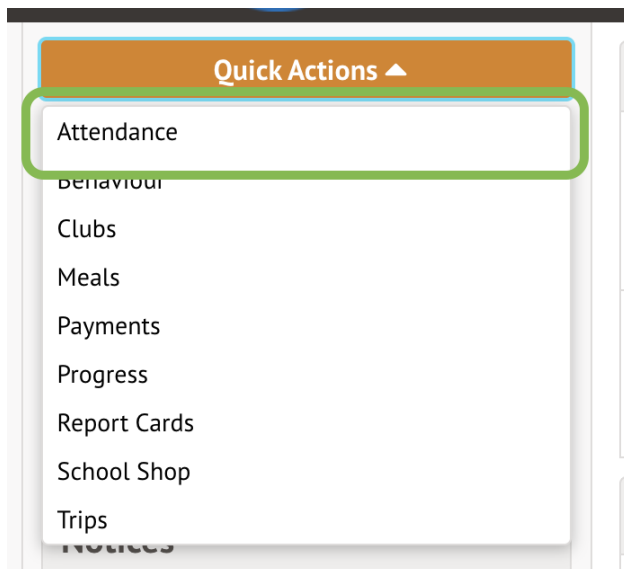
You can see basic statistics of your child's overall statutory AM and PM attendance for the year, and their attendance for the last four weeks by clicking their name at the top of the page and scrolling down to the **Statistics** section.



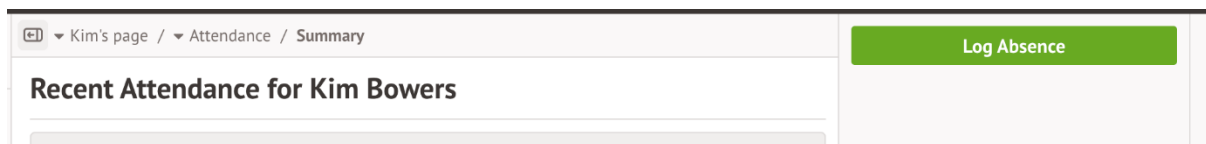
To view more detailed information, click the menu icon at the bottom left of your screen. From the menu, under **Attendance** select **Summary** to see statistics for Presents, Lates and Absences for the year to date, and for the last week.



To record an absence, click on the **Quick Actions** button and then click **Attendance**.



From here, click the green **Log Absence** button in the top-right of the page.



Here, you can input the start and end time for the absence and type in the reason for the absence. You can adjust start and end times as needed.

Once you have filled in this data, click **Log Absence**. This will then be visible to school staff.

A screenshot of the 'Log Absence' form. At the top, the title 'Log Absence' is centered. Below the title is a light blue informational box with the text: 'This form lets you notify that Kim will be absent today, Tue, 02 Jul 2024. If you need to record an absence for a future date, you will need to contact the school.' Below this box is a form with the following fields: 'Student' (Kim Bowers), 'Date' (Tue, 02 Jul 2024), 'Absence start*' (09:00), 'Absence end*' (15:45), and 'Reason*' (Please provide a reason for the absence). At the bottom of the form are two buttons: a grey 'Cancel' button and a green 'Log Absence' button.

Once this has been logged, school staff can **accept or reject the absence**. Approved absences appear in the **Attendance** tab of the Parent Portal or Arbor App.

Recent Attendance for Kim Bowers

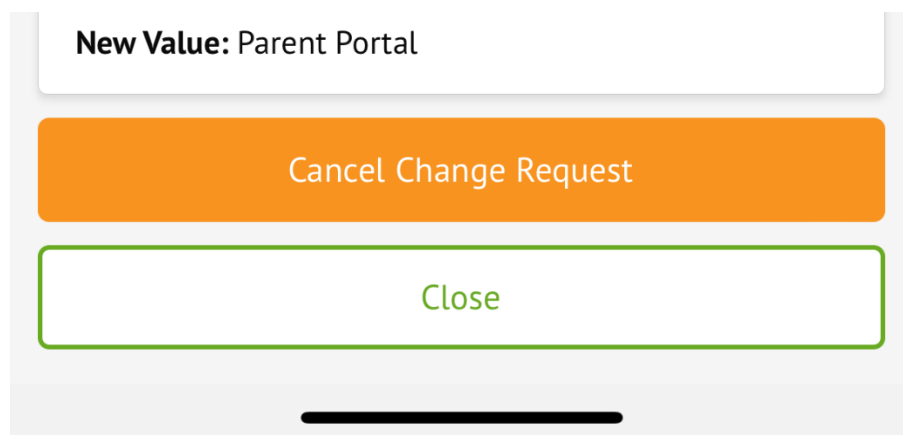
Recent Absence (25 Jun 2024 - 02 Jul 2024)

Absence note 🗨️ Illness (I01)

Tue, 02 Jul 2024, 09:00 - 15:45

Editing or deleting absence requests

It is not possible to edit an existing absence request, so if you need to make any changes, you should delete the absence request and create a new one. To delete the absence, click on it and then click **Cancel Change Request**.



Please note: It is not possible to delete an absence once it has been approved by your school. If you need to make any changes after this has happened, please contact your school.