

26 September 2025

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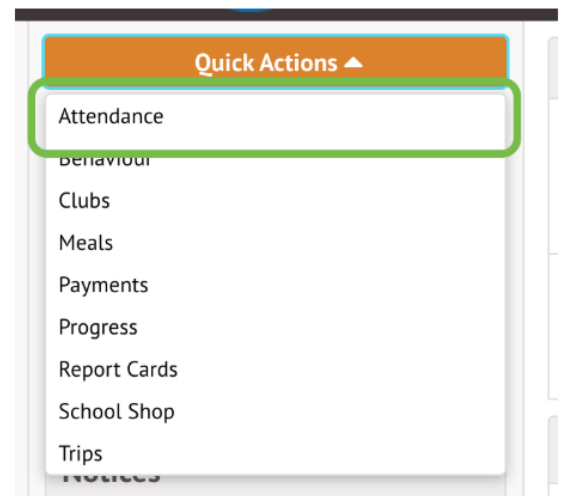
Reporting an absence in Arbor.

Headteacher - Tony Head

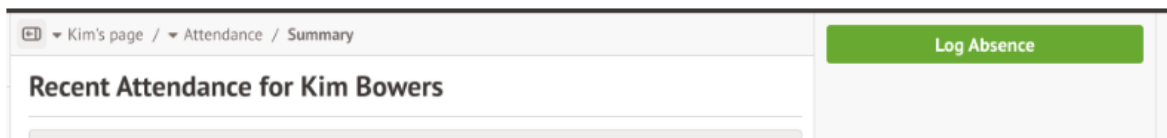
Dear Parents,

As a school, we have decided to trial reporting absences via the Arbor app for the remainder of this term. We are hoping this will make reporting absences easier for you and prevent the school from making unnecessary calls to parents.

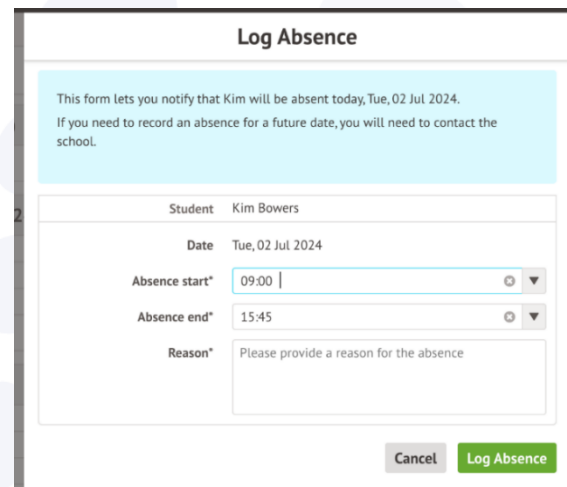
This is a simple process which can be accessed from the attendance section on your child's Arbor account.



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. By default, the absence start and end times reflect the student's full day, but these can be adjusted as needed. If your child will be absent for the morning only, please update the end time to 12pm. Once you have filled in this data, click **Log Absence**. This will then be visible to school staff.



Approved absences appear in the **Attendance** tab of the Parent Portal or Arbor App.

Below is an example of what you will see on Arbor.

Recent Attendance for Kim Bowers

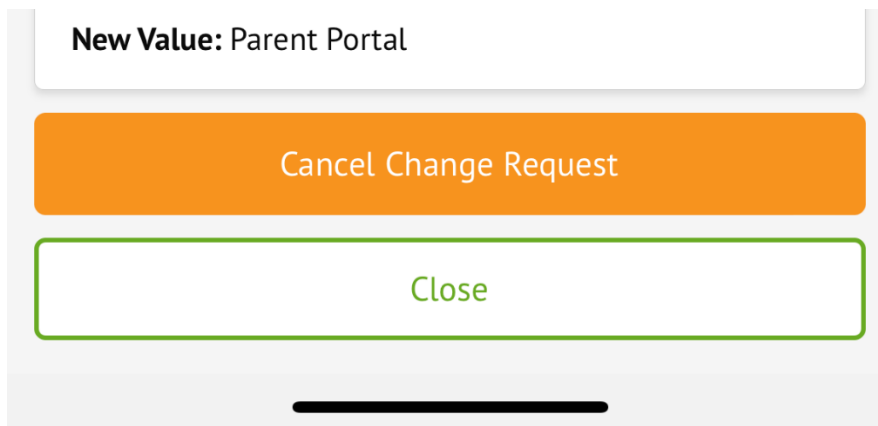
Recent Absence (25 Jun 2024 - 02 Jul 2024)

Absence note ⓘ Illness (101)

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 us. If you need to make any changes after this has happened, please contact the school office.

If all goes well, we will continue to use this facility in the new year. We will let you know in December either way.

Thank you for your support in this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "A M Head".

Tony Head
Headteacher