

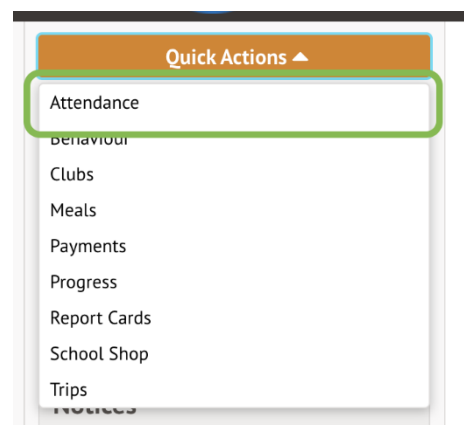
Parent Guide: How to Log a Pupils Absence on Arbor

Open Arbor

- Log in to the **Arbor Parent Portal** on a web browser or open the **Arbor App** on your phone.

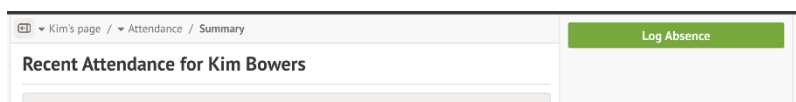
Navigate to Attendance

- Click **Quick Actions**, then select **Attendance**.



Log the Absence

- Click the **Log Absence** button.
- Enter the **absence date and time**.
- Select a **reason** for the absence.



Submit the Request

- Click **Log Absence** to send the request to the school.

A screenshot of the 'Log Absence' form in the Arbor Parent Portal. The form has a light blue header with the title 'Log Absence'. Below the header, there is a light blue 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, there 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 right of the form, there are two buttons: 'Cancel' and 'Log Absence'.

Important Notes

- You can only log same-day absences through Arbor.
- To change or delete a request, go to the absence entry and select **Cancel Change Request**.
- For future or extended absences, contact the school directly.

If you need help, visit [Arbor Support](#) or contact Kylie.Griffin@hartshillacademy.org.uk