## **Absences**

If your school has decided to allow parents to report absences, you will see the Absences tab when viewing pupils from that school.

Selecting this tab will display a list of absences that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence report.

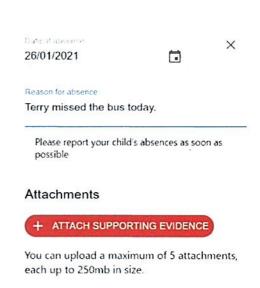
To report an absence, click on the Report new absence button.



Next, enter the details of the reported absence into the form provided.

You can also include up to 5 files in your absence report as supporting evidence. To do this, click on the Attach supporting evidence button and select the files of your choice.

Click on the Submit button to send your pupil's absence report to their school. The absence can be edited and deleted until it has been acknowledged by a teacher.



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