



Submitting an absence for your child

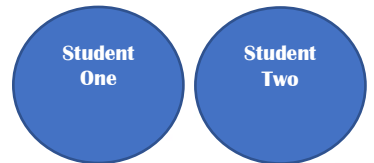
Step One

Log into your Parent Portal

You will see the following Dashboard

Select 'Attendance Today'

Welcome to Exford Primary School



Latest News

View all news items >

Calendar Subscribe

No items found

Show full calendar >

Timetables >
View for all my children

Attendance Today >
Unmarked

Unexplained Absences >
0

Approved Absences
0

Toggle between your children

Student One
 Student Two

Last Marked Today
Not marked

Lowest Attendance: 0%
C08

Highest Attendance: 100%
Bus 1 Eynesbury Run

Attendance Today
●●●●

Unapproved Absences
0

Approved Absences
0

Step Two

Click on 'Send absence note'

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
Bus 1 Eynesbury Run (Bus 1) 2022S2A CURRENT	0	0	4 / 4	100%
C08 (C08-RF00) 2022S2A CURRENT	0	0	0 / 0	0%



Step Three

Select 'Send a note for future absence'

Great job! Give yourself a pat on the back. no unexplained absences.

Date	Period	Subject	Marked As	Parent Reason
No unexplained absences found in date range.				

Send a note for a future absence

Student 1 will be absent from school:

to inclusive

For periods:

- AM
- PM
- Eynesbury - AM
- Eynesbury - PM
- Weir Views - AM
- Weir Views - PM
- All Day

Reason given:

Select today's date – or the date range of your child's absence.

Tick AM / PM - Class attendance (**Class Absence only**)

Make sure you tick both AM and PM for a full day's absence

This is for BUS CHILDREN ONLY, please don't complete this section if your child does not use the bus

Fill in 'Reason given' and select 'Save'

Step Five

- Repeat for any school age siblings.