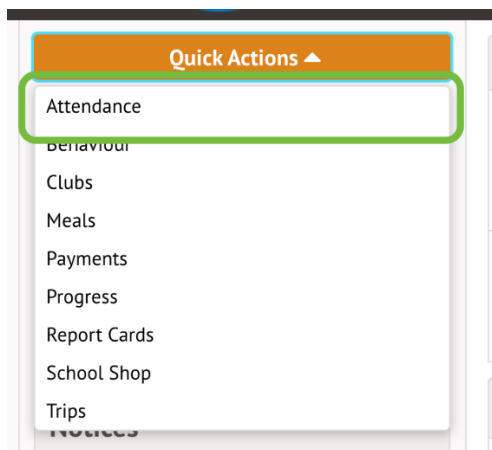


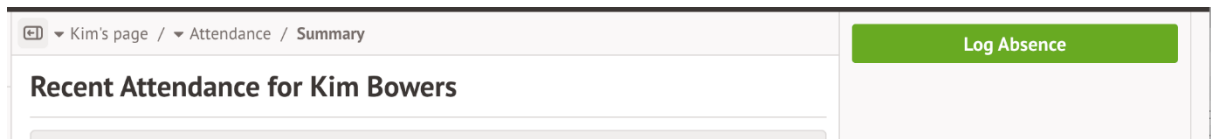
Recording Absences on Arbor Instruction Guide

From the 6 January 2025, please record same-day absences on Arbor, using the instructions below. For any extended or future absences, please contact the school using admin@birchwoodhigh.org.uk, or use the term time leave request form found on [the website](#).

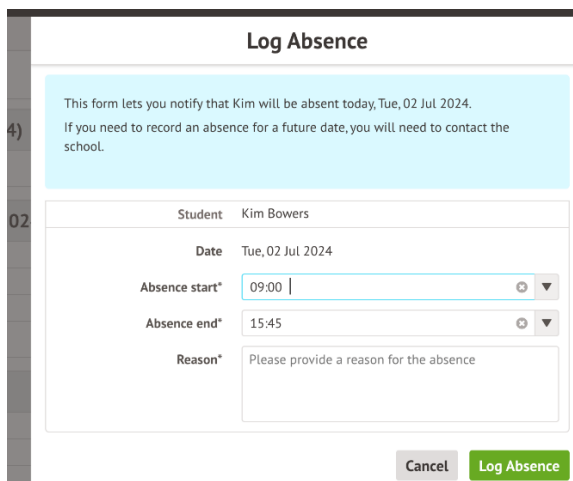
- Open the Parent Portal on the Arbor App and click on the Quick Actions button. Then select Attendance.



- Click the green Log Absence button in the top-right corner of the page.



- Enter the start and end time for the absence and provide a reason. Adjust the default times as needed

A screenshot of the 'Log Absence' form. At the top, it says 'Log Absence'. Below that is a light blue informational box: '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.' The form fields are: Student: Kim Bowers; Date: Tue, 02 Jul 2024; Absence start*: 09:00; Absence end*: 15:45; Reason*: Please provide a reason for the absence. At the bottom right, there are two buttons: 'Cancel' and 'Log Absence'.



Birchwood High School

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- Click Log Absence to submit the request.
- Once submitted, the absence will be reviewed by school staff, who will either approve or reject the request. Approved absences will appear in the Attendance section of the Parent Portal and 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

- If you need to change a submitted absence request, you will need to delete it and log a new request.

New Value: Parent Portal

Cancel Change Request

Close