

Dear Parents,

Please be advised from Monday 18<sup>th</sup> November our system for reporting absences is changing.

**From Monday please report all absences for illness on the Arbor App only.**

**Please do not email or DoJo message regarding absence for illness.**

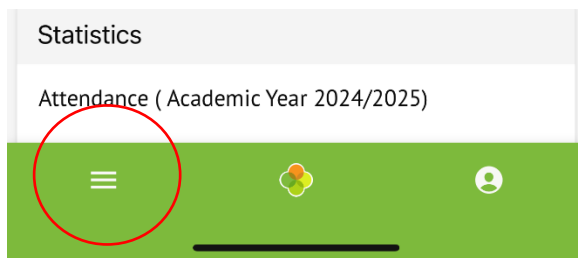
When reporting, please advise the specific nature of the illness such as temperature, headache, sore throat, cold and flu symptoms, sickness, diarrhoea. For sickness and diarrhoea please include the day and time of the last episode, as the 48-hour rule applies.

Under the new statutory guidelines for attendance general reasons such as tired, unwell, feeling sick are insufficient for an authorised absence. Please ensure absences for illness are logged each day by 8:30am.

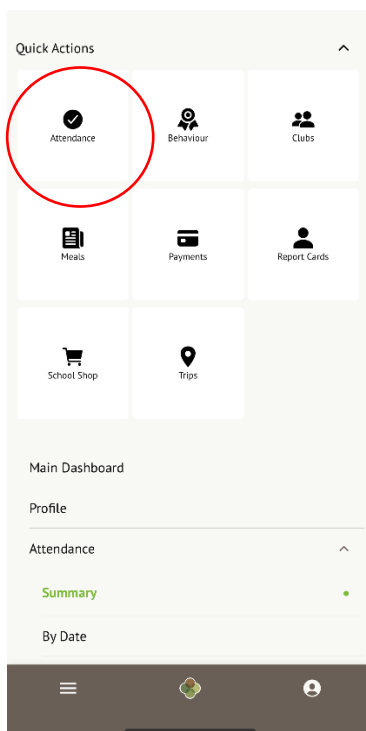
For any future planned absences e.g. medical appointment, holidays please contact the office.

**To log an illness on Arbor on the App**

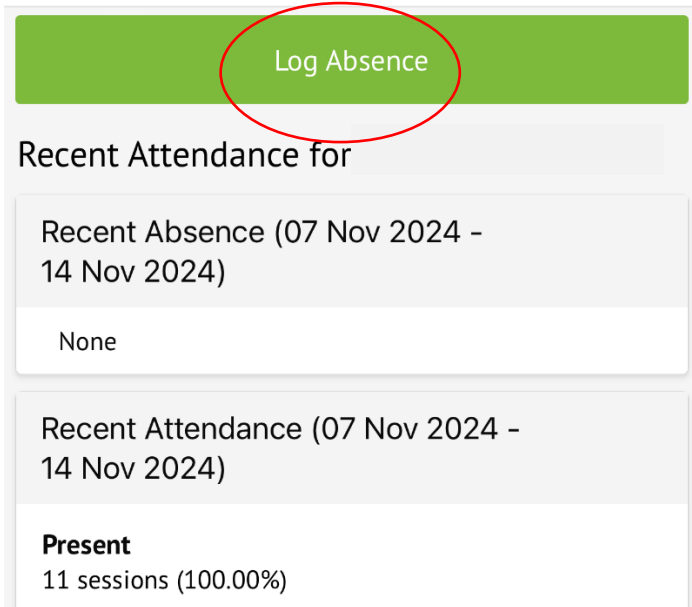
Click the 3 lines on the bottom left of the screen



Go to Attendance

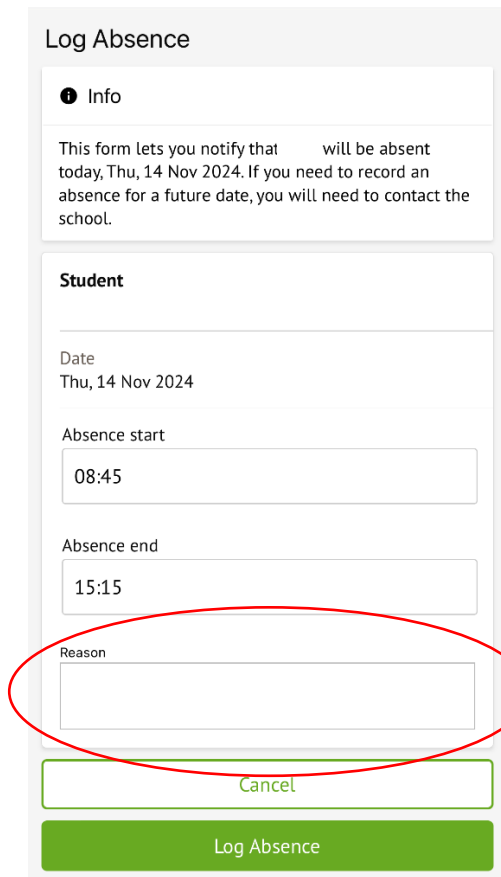


Click the green 'log absence' button



The image shows a green button labeled "Log Absence" circled in red. Below it is a section titled "Recent Attendance for" with two entries. The first entry is "Recent Absence (07 Nov 2024 - 14 Nov 2024)" with a value of "None". The second entry is "Recent Attendance (07 Nov 2024 - 14 Nov 2024)" with a value of "Present" and "11 sessions (100.00%)".

Check the date, time and fill in a specific reason



The image shows a "Log Absence" form. It includes an "Info" section with instructions, a "Student" field, a "Date" field (Thu, 14 Nov 2024), "Absence start" (08:45) and "Absence end" (15:15) time pickers, and a "Reason" text input field circled in red. At the bottom are "Cancel" and "Log Absence" buttons.