

A Parent's Guide to
reporting Absence and
viewing Attendance on
Arbor.



Arbor



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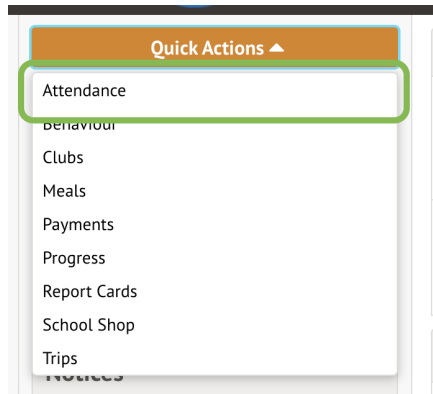
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Recording on the day absences on the Arbor Parent Portal



To record an absence, click on the **Quick Actions** button and click **Attendance**



From here, click the green **Log Absence** button in the top-right of the page.

A screenshot of the "Log Absence" form. The form title is "Log Absence". Below the title is a light blue informational 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, the form fields are: "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 are two buttons: "Cancel" and "Log Absence".

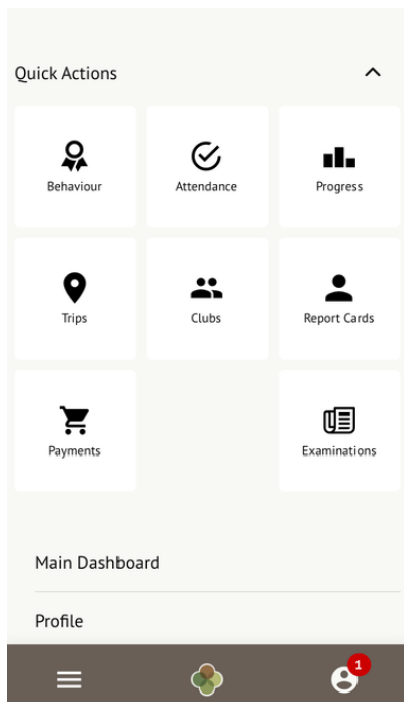
From here, you can input the start and end time for the absence (by default, the absence start and end times reflect the student's full day, but these can be adjusted as needed) and type in the reason for the absence. Once you have filled in this data, click **Log Absence** and this will be automatically visible to school staff who can accept the absence.

Please note: It is not possible to delete an absence once it has been approved by your school. If you need to make any changes after this has happened, please email attendance@toynbee.hants.sch.uk.

Recording on the day absences on the Arbor App



To record an absence, click on **Attendance** from the Quick actions



From here, click the green **Log Absence** button

A screenshot of the "Log Absence" form. The form is titled "Log Absence" and contains a light blue informational box at the top. Below this, there are fields for "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, there are "Cancel" and "Log Absence" buttons.

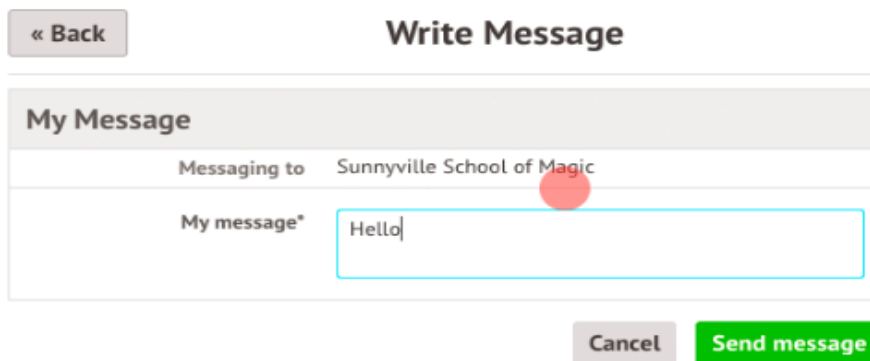
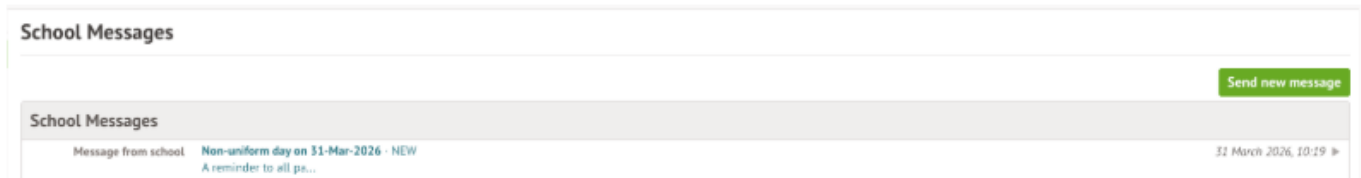
From here, you can input the start and end time for the absence (by default, the absence start and end times reflect the student's full day, but these can be adjusted as needed) and type in the reason for the absence. Once you have filled in this data, click **Log Absence** and this will be automatically visible to school staff who can accept the absence.

Please note: It is not possible to delete an absence once it has been approved by your school. If you need to make any changes after this has happened, please email attendance@toynbee.hants.sch.uk.

Recording future absences on the Arbor Parent Portal



To record a future absence on the parent portal, go to Messages :

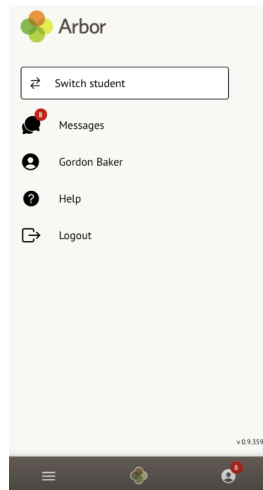


Type in your message to include date of absence, time from/ to and a reason for the absence and then click **Send new message**. This will be automatically visible to school staff who can accept the absence.

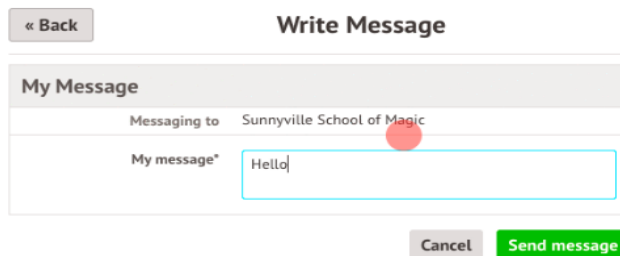
Recording absences for the future on the Arbor App



To record a future absence on the Arbor App, go to Messages :



Then click **Send new message** button.



Type in your message to include date of absence, time from/ to and a reason for the absence and then click **Send new message**. This will be automatically visible to school staff who can accept the absence.

Viewing Attendance On the Arbor Parent Portal



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On the homepage of the parent portal, you can view attendance statistics for your child's overall statutory AM and PM attendance for the year, and their attendance for the last four weeks.

The screenshot shows the 'Statistics' section for Riley Bailey. It includes a 'Quick Actions' menu, a student profile card, and a 'Statistics' dashboard. The dashboard displays the following data:

Attendance (2020/2021)	Achievement Points - this term	House Points - this term
94.5% (Year: 94.5%, Last 4 weeks: 100%)	0 (This year: 0 points, Last term: 0 points)	0 (This year: 2 points, Last term: 0 points)
Summer Term - Grade Average: 3 (Summer Term: 3, Previous Term: 3)	Summer Term - 'On Track' Progress: 44.4% (Summer Term: 44.4%, Previous Term: 65.6%)	

The **Attendance Summary** page will load a breakdown of the student's attendance for the current academic year. The **Statistics** Section will show both the number of sessions and the percentage the student has for each mark.

The screenshot shows the 'Attendance Summary' page. It includes a navigation menu on the left and a main content area with two tables.

Attendance Summary	
Possible sessions	404
Present	398 sessions (98.51%)
Late	12 sessions (3.02%)
Authorised absent	6 sessions (1.49%)
Unauthorised absent	0 sessions (0.00%)

Recent Attendance (12 Jun 2019 - 19 Jun 2019)	
Present	9 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

In **Attendance By Date**, the student's daily attendance for AM and PM is listed in the grid. By default, the most recent week and year are shown, but you can change this using the drop-down menus.

The screenshot shows the 'Attendance By Date' page. It includes a dropdown menu for 'Attendance for' set to 'Year 2020/2021' and a 'View' dropdown set to 'All Sections'. The main content area displays a grid of attendance data for the week of 09 May 2021 to 15 May 2021.

Week	Attendance
09 May 2021 - 15 May 2021	<ul style="list-style-type: none"> 11 May 2021 AM: Present AM 11 May 2021 PM: Present PM 10 May 2021 AM: Present AM 10 May 2021 PM: Present PM
02 May 2021 - 08 May 2021	<ul style="list-style-type: none"> 07 May 2021 AM: Present AM

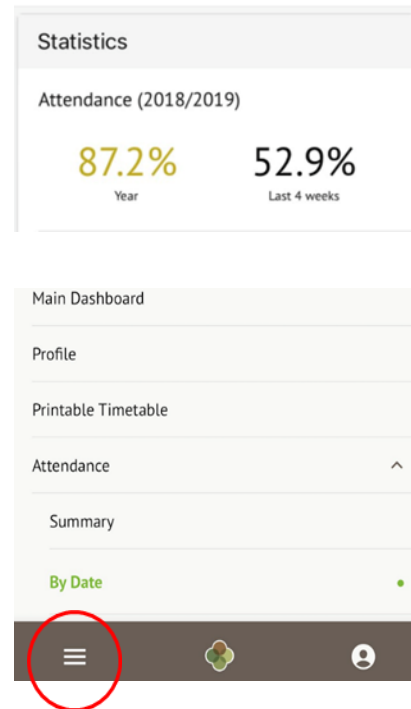
Viewing Attendance On the Arbor App



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Evie Davies

The Arbor app shows basic statistics of your child's overall statutory AM and PM attendance for the year, and their attendance for the last four weeks by scrolling down to the **Statistics** section.



To view more detailed information, click the menu icon at the bottom left of your screen.

Click **Summary** to see statistics for Presents, Lates and Absences for the year to date, and for the last week.

Select **By Date** to see all the attendance marks given for the academic year, on a week-by-week basis.

Recent Attendance for Evie Davies	
Statistics for Academic Year 2018/2019	
Possible sessions	359
Present	313 sessions (87.19%)
Late	8 sessions (2.56%)
Authorised absent	46 sessions (12.81%)
Unauthorised absent	0 sessions (0.00%)
Recent Attendance (13 May 2019 - 20 May 2019)	
Present	0 sessions (0.00%)

Attendance Certificate	
Attendance for	
Year 2023/2024	▼
Statutory Attendance By Week	
31 Dec 2023 - 06 Jan 2024 ^	
02 Jan 2024 AM	- No Mark
02 Jan 2024 PM	- No Mark