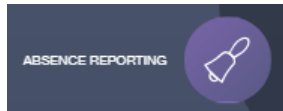
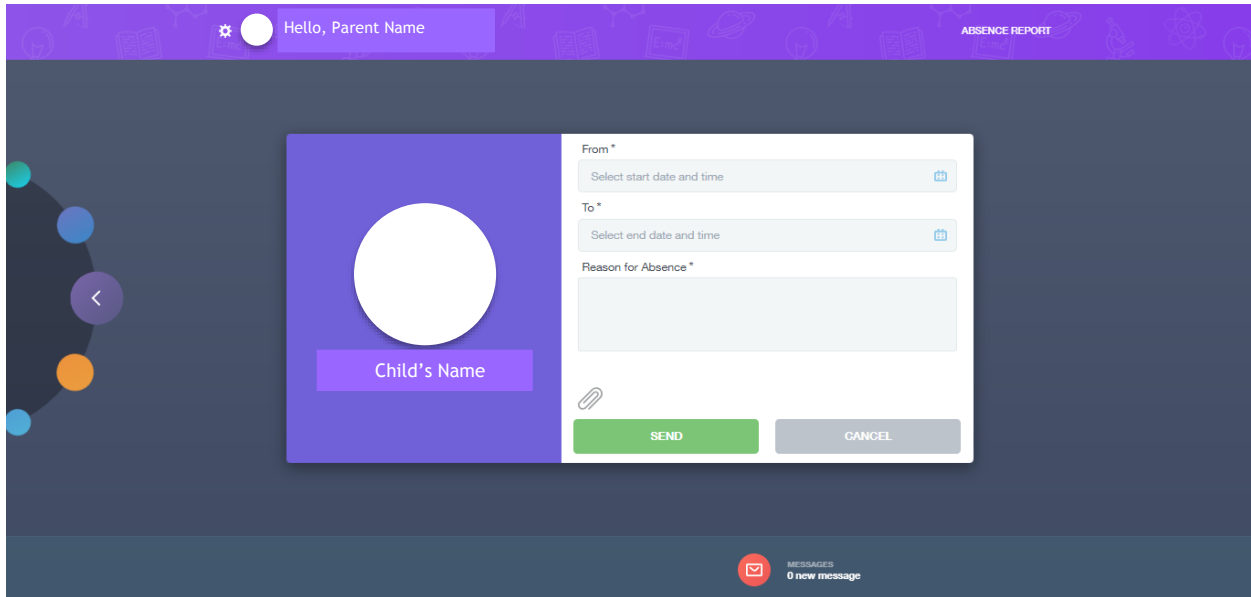
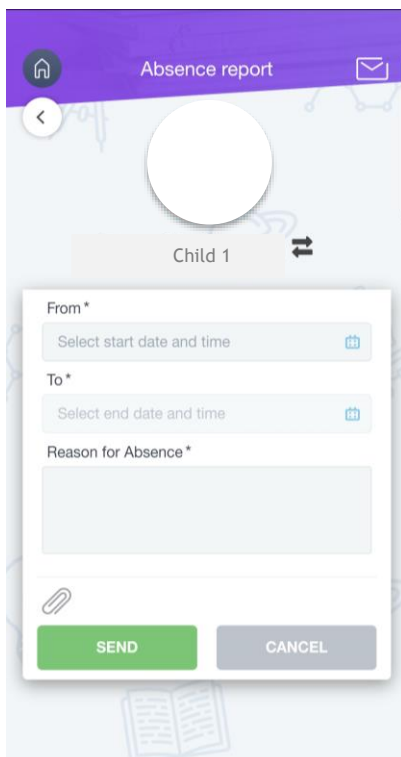


## Parent How-to-Guide: Absence Reporting




The 'Absence Reporting' area of EduLink enables a parent to report their child absent from school each day due to illness.

If your child is absent from school due to illness, please notify the school before 8.00am using the 'Absence Reporting' function in EduLink. Please notify the school if your child is unwell on each day of their absence.

The date, hour and minute needs to be selected for the start and the end of the absence period. A full reason should be provided for the absence and the details submitted to the school by clicking the 'Send' button. Should evidence supporting an absence be required, this can be attached using the paperclip symbol.

In the app, a parent can switch between their children using the  symbol.

We do expect all children to attend on a daily basis, but if a leave of absence is required due to exceptional circumstances, a Request for Withdrawal from Learning Form must be completed a minimum of 14 days in advance of the day(s) concerned. The form is available in the Parent Handbook section of the school website.