Login to the <u>College Portal</u> and click the 'Report an Absence' link under student(s) linked to your account. A link to the College Portal can be accessed from the College website, via the person icon and selecting Existing Users



From the remote services page, select College Portal

Remote Services								
		TRURO COLLEGE	PENWITH COLLEGE	COLLEGE				
Staff and Student Services				Parent/Carers ar a Applicants				
	Using Microsoft 365 at Home You must have either Microsoft Authenticator or text message authentication set up against your mobile phone to use the College's 365 services in this section from home. • College MFA set-up guide • Download Microsoft Authenticator		pe 😰	College Po Online Application dashboards to mo	rtal is, Payment Portal, exams results upload, as well as nitor your learner's progress and attendance.			
			1	SchoolClou Book online appo	Id Bookings intments for College Progress Evenings.			

You will then be directed to the page to manage absences (as below).

You can also access the College Portal directly from a link you may have been sent notifying you of an absence of your young person, or via an email to notify you of the availability of your young persons termly report.

You are also able to access your young person attendance dashboard, sign consent form, view their timetable, access the College Shop to pay for services.

	DANIEL BROWNING Managed Student (91500)	
🕸 Repor	t an absence	
O View a	attendance	Attendance
View 1	timetable	18%
🙇 Termi	y reviews	Punctuality
🗰 Exam	Statement of Entry	50%
	aaver or 19+ Starting Sept. 2024 Turo College nterview in 17 days with Daniel Browning (3:00 - 14:00 RESCHEDULE INTERVIE	4 on 21 October 2024 W
	lo courses selected	
C Start	a new application	
O Show	all 3 applications (2 hidden)	
P Colleg	e email account and password i account holder	is only available
I Uploa	d a new ID card photo	
D View	& manage consent forms	
S Purch	ase items	

To report an absence, **select the lesson(s) on the day(s) which your child / young person was absent for**. If they were absent for the entire day due to illness, for example, please select each lesson for that day. Multiple days and lessons can be selected periods of absence.

If your child / young person was not absent for the whole day (missing period 1 09:15-10:45 for a dental appointment) and returned to college for later lesson, please *only* select the lesson(s) they were not present in college for. If the absence occurs over more than a single week, submit a single week then move to the next week and repeat. The image below shows 1 lesson per day – your child / young person could have up to 4 lessons per day.

When the lesson(s) and days(s) have been selected, **please then select a category for their absence from the list**. If the reason for absence was for different on sperate days (for example, illness on the Monday and a University visit on the Tuesday) please select and submit the days and lessons for each reason separately.

You are able to input the reason for absences in the past (up to 14 days) and up to 1 year ahead for advanced notification of absences. Please note that it is the responsibility of the parent / carer to ensure that notifications of absences do not clash with exams or course work deadlines. For each submission of absence, **a reason for the absence must be entered in the Additional Notes section** (i.e. Planned Absence – Dental Appointment). Finally, submit the absence notification using the green **Submit Absence Notification button**.

	30 September 2024	NE
	GO TO TODAY CHOOSE DATE	
30	Monday	
ep	09:15 - 10:45 TESTCURR24T/A/G1	
	Chris Ridsdale in A002	
1 -	Tuesday	
_	09:15 - 10:45 TESTCURR24T/A/G1	
	Test Curriculum for Registrators (Group 1) Kevin McCoag in A002	
2 Dct 1	Wednesday	
_	09:15 - 10:45 TESTCURR24T/B/G2	
	Test Curriculum for Registrators (Group 2) Robert Stephens in A002	
3 Det	Thursday	
	08:15 - 09:45 TESTCURR24T/B/G2	
/	Test Curriculum for Registrators (Group 2) Daniel Browning in A002	
_	10:00 - 10:30 TESTCURR24T/B/G2	
	null in A002	
4 I	Friday (today)	
	09:15 - 10:45 TESTCURR24T/C/G3	
	Kevin McCoag in A002	
Oth	er Information Required	
Abse	ence type	
\subset	 Planned Absence (medical appointment, driving test, university visit etc.) 	
\subset) Illness (please provide details)	
\subset	Compassionate	
\subset	Holiday	
Addi	tional details	
	K	
		0.17
		072

Notification of Absence Via the College Portal