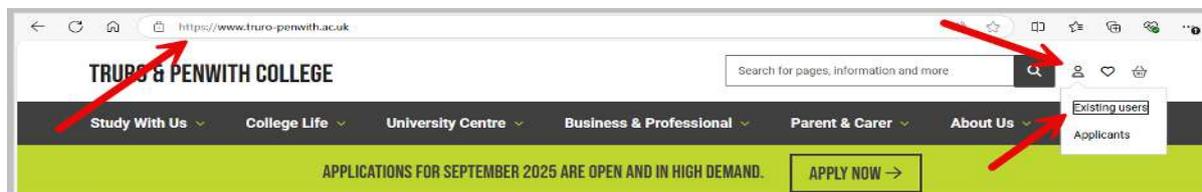
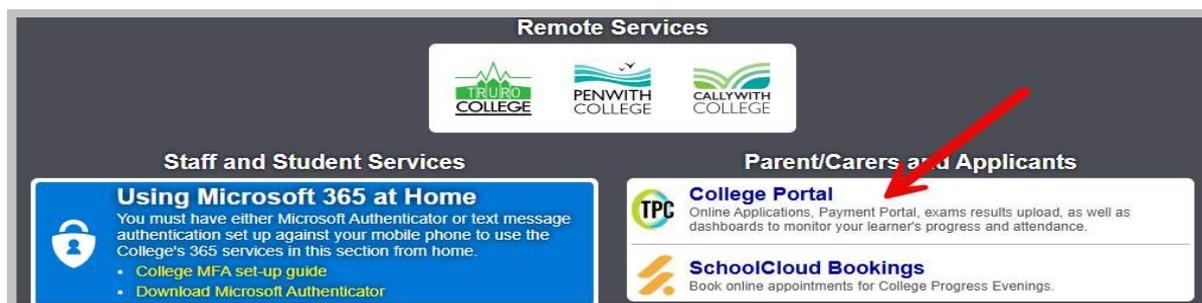


## Notification of Absence Via the College Portal

Login to the [College Portal](#) 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



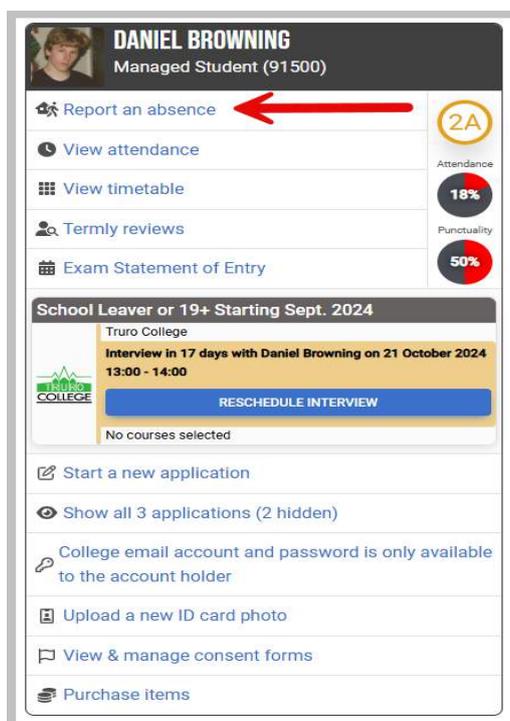
From the remote services page, select College Portal



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.



## Notification of Absence Via the College Portal

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 separate 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**.

Week commencing  
**30 September 2024**

PREV GO TO TODAY CHOOSE DATE NEXT

**30 Sep Monday**

09:15 - 10:45 TESTCURR24T/A/G1  
Test Curriculum for Registrators (Group 1)  
Chris Ridsdale in A002

**1 Oct Tuesday**

09:15 - 10:45 TESTCURR24T/A/G1  
Test Curriculum for Registrators (Group 1)  
Kevin McCoag in A002

**2 Oct Wednesday**

09:15 - 10:45 TESTCURR24T/B/G2  
Test Curriculum for Registrators (Group 2)  
Robert Stephens in A002

**3 Oct 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  
Test Curriculum for Registrators (Group 2)  
null in A002

**4 Oct Friday (today)**

09:15 - 10:45 TESTCURR24T/C/G3  
Test Curriculum for Registrators (Group 3)  
Kevin McCoag in A002

**Other Information Required**

Absence type

Planned Absence  
(medical appointment, driving test, university visit etc.)

Illness  
(please provide details)

Compassionate

Holiday

Additional details

0 / 200

**SUBMIT ABSENCE NOTIFICATION**

## Notification of Absence Via the College Portal