

## Elston Hall Primary School

**Address:** Stafford Road, Fordhouses, Wolverhampton WV10 6NN

**Telephone:** 01902 558866

**Email:** [office@elston.org.uk](mailto:office@elston.org.uk)

**Website:** [www.elstonhall.org.uk](http://www.elstonhall.org.uk) / [www.elstonhallmat.co.uk](http://www.elstonhallmat.co.uk)

**Headteacher:** Miss E Foster



Friday 22<sup>nd</sup> November 2024

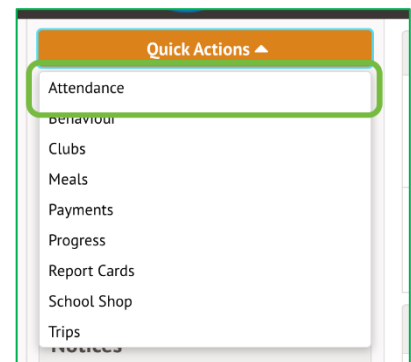
### Reporting absences on Arbor

It is vital that families contact school to inform us of any absences. This can be done by calling school (01902 558866) or by emailing school ([attendance@elston.org.uk](mailto:attendance@elston.org.uk)). Families can now also log same-day absences on Arbor!

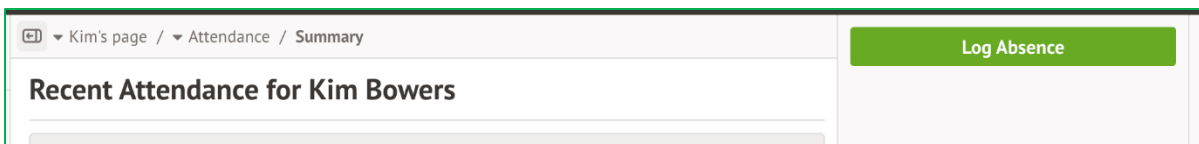
To do this, you must access the Attendance section, input the absence details, and submit the request. School staff will then approve or reject the absence. Instructions are provided below:

#### Recording an absence

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



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



Here, you can input the start and end time for the absence and type in the reason for the absence. By default, the absence start and end times reflect the student's full day, but these can be adjusted as needed. Once you have filled in this data, click **Log Absence**. This will then be visible to school staff.

**Log Absence**

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.

Student Kim Bowers

Date Tue, 02 Jul 2024

Absence start\* 09:00

Absence end\* 15:45

Reason\* Please provide a reason for the absence

Cancel Log Absence

Once this has been logged, school staff can accept or reject the absence. Approved absences appear in the **Attendance** tab of the Parent Portal or Arbor App.

### Recent Attendance for Kim Bowers

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**Recent Absence (25 Jun 2024 - 02 Jul 2024)**

Absence note ⓘ Illness (101)	Tue, 02 Jul 2024, 09:00 - 15:45
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### Editing or deleting absence requests

It is not possible to edit an existing absence request, so if you need to make any changes, you should delete the absence request and create a new one. To delete the absence, click on it and then click **Cancel Change Request**.

New Value: Parent Portal

Cancel Change Request

Close

We hope that this will be helpful in providing another method to share absences with school.

Please note that school staff may still call to follow up any absences, particularly if attendance is a concern.

Kind regards,

*Miss E Foster*

Headteacher

