



FORMBY HIGH SCHOOL

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AHA / LFO

9 May 2025

Dear Parent

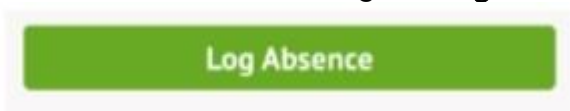
Re: Absence Reporting – Switching to Arbor from 12 May

As you are aware, we have recently introduced Arbor in school, and you should now have access to the Parent App. From **Monday 12 May** we will move across to Arbor for reporting student absence, instead of Class Charts. This process is quick and easy for parents to do and will be our preferred method for reporting same day absence.

- To report absence through the Arbor Parent Portal or Parent App, go to the home page.
- To record the absence, click on **Quick Actions** then click **Attendance**:



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



- You can input a start and end time for the absence and type in the reason, giving as much detail as possible. A member of our Attendance Team may contact you to follow up about the absence depending on the nature of the reason.

Date: Tue, 02 Jul 2024

Absence start* 09:00

Absence end* 15:45

Reason* Please provide a reason for the absence

Cancel Log Absence

Headteacher: Mr A Wood BA (Hons) NPQH

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- By default, the absence start and end times reflect the student's full day, but these can be adjusted as needed if a student is only absent for part of the day. However, please do understand that appointments should be made outside of the school day where possible, and we may not authorise absences for appointments unless they are in an emergency.
- Once you have filled in the data, click ***Log Absence*** and this will then be visible to the school's Attendance Team.

Informing school about your child's absence is an important responsibility for a parent or carer; please do this **by 8:30am on each day of a student's absence**. If you do not report an absence, we will contact you to ask about your child's whereabouts. Please also note that on Arbor it is not possible to report an absence in advance; if you need to request a future absence, this should be done using the Leave of Absence Request form available in our Attendance and Punctuality Policy.

By continuing to work together to prioritise good attendance, we can help to ensure our students reach their full academic potential and support their social and emotional development.

If you would like to discuss your child's attendance, please do not hesitate to contact me directly (a.harrison@formbyhighschool.com).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'A Harrison-Forsyth'.

Mrs A Harrison-Forsyth
Assistant Headteacher (Director of Learning Years 11-13 / Attendance)