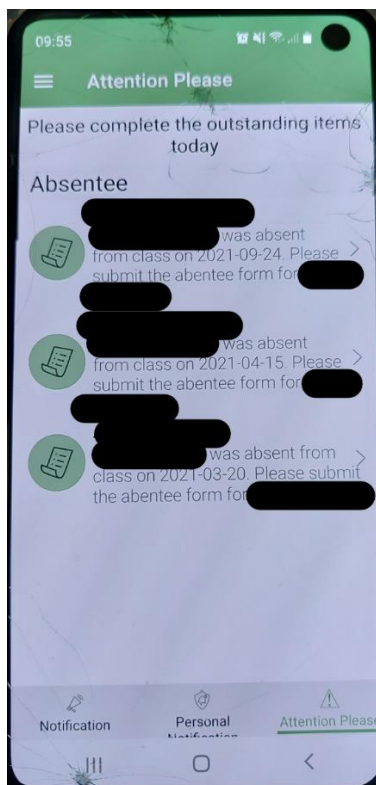


Absence Request Forms (ARF)

This year you will have been receiving an Absence Request Form on the school App when your student has not attended morning Roll call (Tutor), when this is an unexplained absence. This system has replaced the text message service. You will receive a push notification at approximately 9.45am.

Please read this help sheet for guidance on what you should do when you receive an ARF.

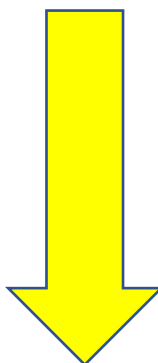
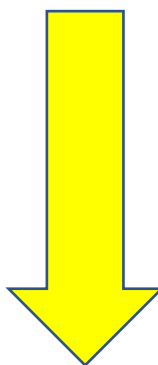
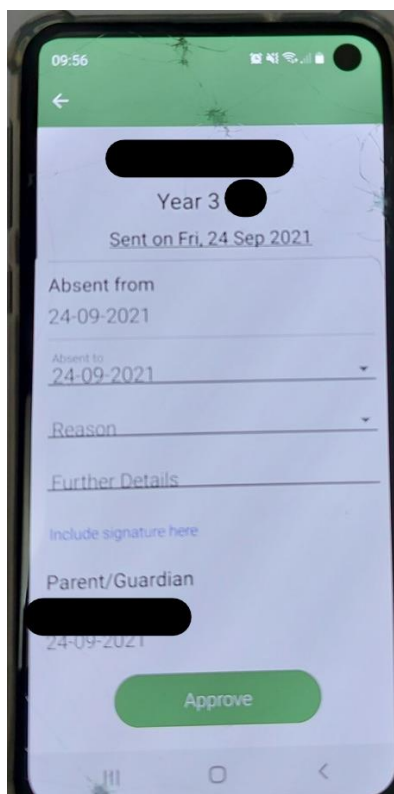


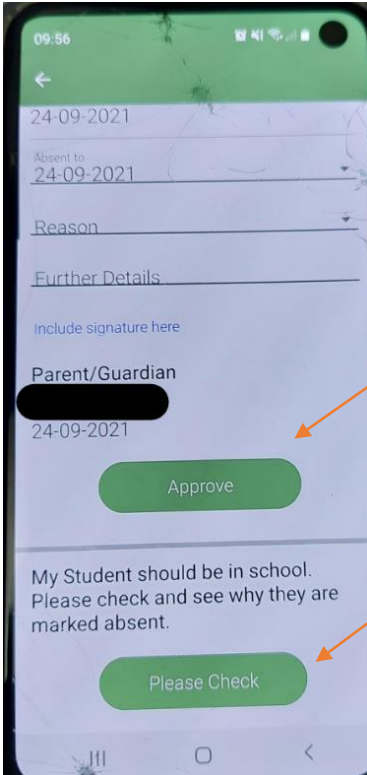
PLEASE DO NOT CALL THE OFFICE when you receive an ARF.

This only adds to the workload for both yourself and us as we cannot override this automated system.

1. This is a sample of the message you will receive when your student is absent unexplained from morning Roll call.

2. When you click into the relevant message you will be taken to the next screen below.

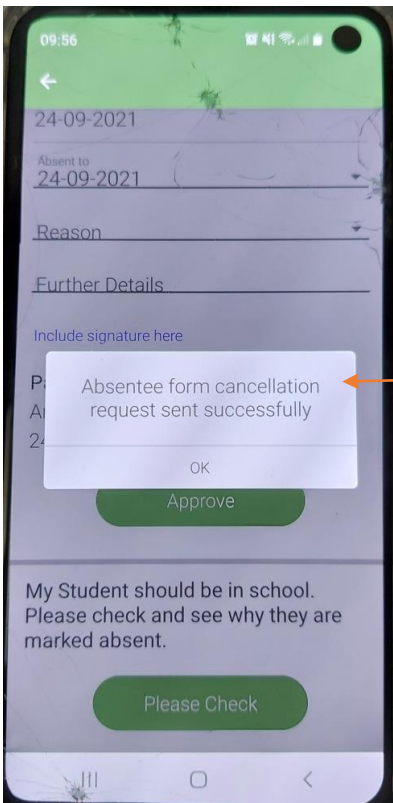




3. Now you have **three options**;

- 1) **Approve the absence** – this is when you are aware that your student is absent from school for essential reasons.
- 2) **Please check** – this is when you expect that your student is in school and has failed to attend Roll call – i.e. **An Unexplained Late. THIS MUST BE DONE BEFORE 10.30AM.**
- 3) **Where you choose to ignore the Absence Request Form – an unexplained absence will be recorded for your student.**

This is an automated service.

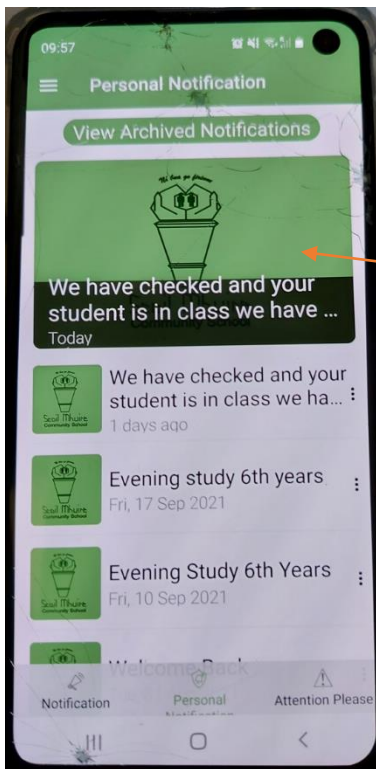


4. When you choose **“Please Check”** – you will receive this pop-up message to confirm that your request has been submitted.

We will check if your student is in school and a follow up message when be sent to you.

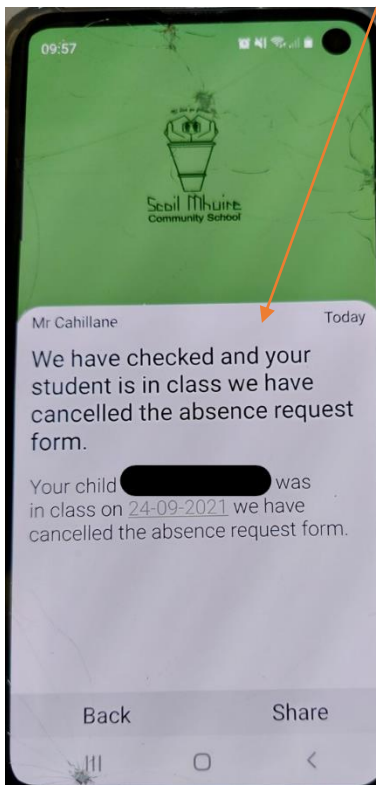
Note;

When you approve the absence, you will be asked to give an explanation. This explanation will then be stored for future reference as required.



This is the follow-up push notification that you will receive.

When you open this message, it will confirm whether or not that your student is in class.



The Absence Request Form will be cancelled when your student is in class. An unexplained late will be recorded.

Where your student is not in class, you should establish their whereabouts immediately.

Please submit a late/absence note on the school App before 8.15am when your student will be late/absent to avoid receiving an ARF.

When your student is in school it is their responsibility to be on time and attend Tutor.

This also reduces unnecessary worry/concern!

PLEASE DO NOT CALL THE OFFICE when you receive an ARF.

This only adds to the workload for both yourself and us as we cannot override this automated system.