



♥ REPORTING YOUR CHILD'S ABSENCE ♥

Helping us keep every child safe



If your child is too unwell to attend school,
please report their absence using **Arbor** before **8:45am** where possible.

HOW TO REPORT AN ABSENCE ON ARBOR



1 Open the **Arbor** App.



2 Select **Attendance**.



3 Report an **Absence**.



4 Tell us **why** your
child is absent.

PLEASE INCLUDE:

- ✓ Their symptoms
- ✓ The reason they are unable to attend school
- ✓ Any medical advice received (if appropriate)



Please don't simply
write "poorly" or
"unwell".



SICKNESS & DIARRHOEA

Children must remain at home for **48 hours** after their last episode
of sickness or diarrhoea.

This helps prevent illness spreading throughout school.



KEEP US UPDATED

If your child remains absent,
please continue to
update school each day unless
arrangement has been agreed.



WHY WE ASK

- ✓ To safeguard every child
- ✓ To maintain accurate attendance records
- ✓ To respond appropriately to illness outbreaks
- ✓ To support families when children need help



If you need help using Arbor or have any questions,
please contact the school office – we're happy to help.

