



ATTENDANCE GUIDE

Please log Arbor issues by emailing misadmin@bdcs.org.uk

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Attendance Admin / Settings

Roll call marks are statutory (legal) attendance marks that the school has to submit to the Department for Education (DfE) or Welsh Government as part of the School Census. A roll call is taken twice a day, once for AM and once for PM.

In Arbor, Roll Call marks are derived from the 'best attendance marks' taken between the school's AM or PM roll call times. The 'best mark' can include lesson attendance, interventions and internal exclusion attendance marks. For example, if a student is attending an intervention during Roll Call time and is marked absent in their class register, they will be marked present in Roll Call as long as they are marked present in the intervention.

Roll Call Setup

Students > Attendance > Admin > Roll call setup

Here you can see any roll call times you already have set up.

The screenshot shows the 'Roll Call Setup' interface. It has two main sections: 'Morning (AM)' and 'Afternoon (PM)'. Each section displays the current roll call time (e.g., '08:00 - 09:30 Ongoing') and a green button labeled 'Add new AM period' or 'Add new PM period'.

If you need to change your Roll Call times, we recommend adding a new roll call time rather than editing your existing one. This means the roll call times will only apply to registers from that date onwards and won't recalculate any past attendance.

- You can add AM or PM Roll Call times by clicking the green **Add new AM Period** or **Add new PM period** buttons.
- In the slide over, update the times and from when the roll calls will take effect. Once updated click on the green **Add Roll Call Time**.
- You can edit a roll call time by clicking into the roll call time and clicking the orange **Edit** button, update the times and click on the green **Save Changes** button.

This screenshot shows the 'AM Roll Call Time' edit form. It includes fields for 'Roll call' (Morning (AM)), 'Effective date' (Ongoing), 'End date' (Ongoing), 'Register opens time' (08:00), and 'Register closes time' (09:30). At the bottom, there are 'Cancel' and 'Add new AM period' buttons.

Adding or editing roll call times is **only possible between 2 pm and 5 pm**. You won't be able to click the buttons outside of these hours.

This block contains two screenshots. The top one is the 'Add Roll Call Time' form, which includes a note about recalculating attendance marks and fields for 'Roll call' (Morning (AM)), 'Register opens time*', 'Register closes time*', 'Effective date' (Ongoing), and 'End date' (Ongoing). The bottom screenshot is the 'Edit AM Roll Call Time' form, which includes an 'Important!' note about changing times and fields for 'Roll call' (Morning (AM)), 'Register opens time*' (08:00), 'Register closes time*' (09:30), 'Effective date' (Ongoing), and 'End date' (Ongoing). Both forms have 'Cancel' and 'Add Roll Call Time' or 'Save Changes' buttons.

Take Register Settings

Students > Attendance > Admin > Take Register Settings

PERMISSIONS: Student: Attendance: Administer All Students

Take Register Settings		
These settings allow you to control functionality relating to the attendance register, such as who can enter and overwrite absence marks in the system, what absence marks are available to use on the take register page, and access to take the register.		
Attendance Marks		
Restrict absence marks	No	Available on the Take Register page ►
Prevent absences from being overwritten	No	Available on the Take Register page ►
Recent Attendance Marks		
Show recent attendance marks	This week's attendance marks	Shown on the Take Register page ►
Take Register Access		
Take register access	Restricted - staff can access their own registers only (with appropriate permissions) ►	

If you want to restrict absence attendance marks in registers:

- **Restrict absence marks** - Turn this to **Yes** to have teachers **ONLY** be able to select from N or a pre-filled absence code in registers when a student is absent. Admin staff can still use any mark in registers.
- **Prevent absences from being overwritten** - Turn this to **Yes** to have teachers and admin staff only be able to use the pre-filled absence code in registers when a student is absent.
Please Note: Staff members are given a warning when changing the mark from absent to present or late, it does not outright block staff from making changes.

Please note that if both of these settings are turned on, the *Prevent Absences from being overwritten* setting takes precedence.

To change the preference to **Yes**, click into the box then click **Save Changes**.

Taking attendance when Restrict absence marks is on

With Restrict Absence Marks on, the only marks that you will be able to use are **Present**, **Late (L and U)**, and **Absent**.

If you're a user who regularly changes marks, you'll still be able to do this from the register! Anyone with the ability to restrict attendance marks (staff with the **Student: Attendance: Administer All Students** permission) will still be able to select any absence code within the register.

Your teachers will only be able to select certain marks in registers. Teachers can select the N code when marking a student as absent. If they have a pre-filled absence, the mark will default to the pre-fill mark or the teacher will be able to amend it to the N mark.

It's then much easier to follow up on absences, as you know all the marks you'll need to look for are the N marks!

Taking attendance when Prevent absences from being overwritten is on

With this setting on, nobody can change absence codes from within the register (even if you have the **Student: Attendance: Administer All Students** permission). There are many other areas you can change marks from, such as the **Bulk Edit Marks** pages, or by amending a **planned absence**.

- When opening the register for the first time, if the student does not already have a planned absence logged, you can select any absence code
- If they have a planned absence, you cannot change the absence code to a different absence code from within the register.

Teachers are given a warning when changing the mark from absent to present or late.

Raw Attendance Marks

Students > Attendance > Admin > Raw Attendance Marks

Raw Attendance Marks

Start Date 6th Jun 2025. End Date 6th Jun 2025. Mark Type Statutory/Roll Call

Change

Hide columns

Search this table

Download

Student	Year	Form	Date	Roll Call	Mark	Description
No raw attendance marks during the date range specified.						

Showing 0 results

This page shows the selected students along with any given specific mark.

- Click on the filter at the top of the page to select which students, dates and marks to display.

Start Date 6th Jun 2025. End Date 6th Jun 2025. Mark Type Statutory/Roll Call

Editing filter...

Start Date

2nd Jun 2025

End Date

6th Jun 2025

Students in...

All Enrolled Students (2024/2025)

...and also in...

Mark Type

Statutory/Roll Call

Specific Marks

No Reason (N)

Cancel

Apply

- Select your **Start** and **End** dates
- Select the **students** you want to see
- Select the **Specific Marks** you are searching for
- Click on the green **Apply** button

Raw Attendance Marks

Start Date 2nd Jun 2025. End Date 6th Jun 2025. Students in All Enrolled Students (2024/2025). Mark Type Statutory/Roll Call. Specific Marks No Reason (N).

Change

Hide columns

Search this table

Download

Student	Year	Form	Date	Roll Call	Mark	Description
Cooper, Sabrina	Year 3	3AM	Thu, 05 Jun 2025	Morning	N	No Reason
Davies, Laird	Year 4	4SM	Thu, 05 Jun 2025	Morning	N	No Reason
Greggs, Carmella	Year 4	4CA	Thu, 05 Jun 2025	Afternoon	N	No Reason
Hunt, Kieran	Year 6	6LJ	Thu, 05 Jun 2025	Morning	N	No Reason
Jackson, Jasmine	Year 2	2AR	Wed, 04 Jun 2025	Afternoon	N	No Reason
Moore, Colin	Year 5	5JT	Wed, 04 Jun 2025	Morning	N	No Reason
Nellies, Flint	Year 4	4SM	Tue, 03 Jun 2025	Afternoon	N	No Reason
Nellies, Flint	Year 4	4SM	Wed, 04 Jun 2025	Morning	N	No Reason
Sainter, Solomon	Year 4	4SM	Fri, 06 Jun 2025	Afternoon	N	No Reason
Santiago, Gary	Year 1	1LM	Fri, 06 Jun 2025	Morning	N	No Reason
Saunders, Livy	Year 3	3ER	Thu, 05 Jun 2025	Morning	N	No Reason
Scott, Jodie	Year 2	2JP	Fri, 06 Jun 2025	Afternoon	N	No Reason

Showing 20 results

Expand table

To make any changes to the marks:

- Click on **Mark**
- From the slide out showing details about the student
- Click on the orange **Edit** button
- Change the **Mark**
- Add a **Note** if required
- Click on the green **Save Changes** button
- Click on the green **Yes, continue** button
- The student will then be removed from the list

The screenshot shows the 'Edit Attendance Record' form. At the top, there is a 'Back' button. The form contains the following fields: Student (Kieran Hunt), Date and time (05 Jun 2025, 08:45 - 12:00), Lesson (Year 6: Form 6LJ), Staff (Lucas Johnson), Mark (No Reason (N) with a dropdown arrow), Minutes Late (a numeric input field), and Note (a text area). At the bottom, there is a 'Created' field showing '05 Jun 2025, 08:39 by Arbor Admin' and two buttons: 'Cancel' and 'Save Changes'.

Edit Imported Marks

Students > Attendance > Admin > Edit Imported Marks

When migrating to Arbor from another MIS, the attendance raw marks are imported. As these attendance marks were not taken in Arbor, you cannot amend them using Arbor's standard attendance pages. In Arbor, we have a feature that allows you to edit attendance marks that were taken in your previous system and then migrated over to Arbor.

The screenshot shows the 'Edit Imported Roll Call Marks' page. It has a light blue header with a message: 'Use this page to edit historic statutory marks imported from your old MIS. Only imported marks can be edited from this page. To edit marks that have been set in Arbor use the [Bulk Edit Marks](#) page.' Below the header, there is a filter bar showing '06 Jun 2025' and 'Form REKC'. The main area contains a table with columns for 'Student', 'Morning', and 'Afternoon'. The table is currently empty, with a message 'No imported marks found.' at the bottom. At the very bottom, it says 'Showing 0 results'.

- Click on the **filter** at the top of the page
- Select the **Record Date** (each date must be down separately)
- Select the **Students** (these can be found by Registration Form, Year or any other demographic group displayed in the pull down menu)
- Click on the green **Save Changes** button

The screenshot shows the filter bar at the top of the 'Edit Imported Marks' page. It contains a funnel icon, a date selector set to '06 Jun 2025', and a dropdown menu set to 'Form REKC'.

The screenshot shows the 'Edit Imported Marks Settings' dialog box. It has a title bar with close and maximize buttons. Inside, there are two fields: 'Record Date*' set to '5th Jun 2025' and 'Students*' set to 'Form REKC'. At the bottom, there are 'Cancel' and 'Save Changes' buttons.

Edit Imported Roll Call Marks

Use this page to edit historic statutory marks imported from your old MIS. Only **imported** marks can be edited from this page. To edit marks that have been set in Arbor use the [Bulk Edit Marks](#) page.

22 May 2025 38

Bulk action

Hide columns

Search this table

Student	Morning	Afternoon
Amponsah Nana Adu	/ (Present AM)	\ (Present PM)
Arafath Ayaan	/ (Present AM)	\ (Present PM)
Browne Jaxon	/ (Present AM)	\ (Present PM)
Chowdhury Ahmed	/ (Present AM)	\ (Present PM)
Cojocaru Daria	/ (Present AM)	\ (Present PM)
Farooq Umar	/ (Present AM)	\ (Present PM)
Gondal Rayyan	/ (Present AM)	\ (Present PM)

- To change the N or unmarked session, **click on the morning or Afternoon mark**
- Resolve the mark by **selecting a new mark from the dropdown list**

/ (Present AM)

B (Educated Off Site)
C (Absent with leave for exceptional circumstances)
D (Dual Registration)
E (Excluded With No Alternative Provision)
G (Family Holiday (Not Agreed))
I (Illness)
L (Late)
M (Medical/Dental Appointments)
N (No Reason)
O (Unauthorised Absence)
P (Sporting Activity (Approved))
R (Religious Observance)
S (Study Leave)
T (Traveller Absence)
U (Late (After Register Closes))
V (Educational trip)
W (Work Experience)
X (Not Required (Non-compulsory School Age))
Z (Pupil Not On Roll)
(School Closed To Pupils)
C1 (Absence for a Regulated Performance or Employment Abroad)
C2 (Pupil on Part-Time Timetable)
J1 (Interview)
K (Education Provision arranged by LA)

/ (Present AM)

/ (Present AM)

PLEASE NOTE:

It is not possible to DELETE imported attendance marks

Managing Attendance

Inputting Attendance

Students > Attendance > Registers > Daily Attendance

On this page, you can see all the registers for the current morning or afternoon along with any marks already input.

Daily Attendance

Emergency evacuation register

Select Date: Fri, 06 Jun 2025 AM. Showing Attendance Registers. Showing Interventions. Showing Internal Exclusions. Showing Clubs. [Change](#)

Search Lesson/Event [Search](#)

Hide columns [Download](#) [Print](#) [Settings](#) [Help](#) [Close](#)

Time	Lesson/Event	Year Group	Event Type	Teacher	Marks
08:00 - 08:55	Breakfast Club		Club Session	Eva Louzad Teacher	(No Students)
08:45 - 12:00	Nursery: Nur AM	Nursery	Lesson		(No Students)
08:45 - 15:15	Nursery: Nur FT	Nursery	Lesson		(No Students)
08:45 - 12:00	Reception: Form REKC		Lesson	Helen Lloyd	✓ 1 ⚠ 1 ✗ 0
08:45 - 12:00	Reception: Form RESC		Lesson	Carl Isle	(No Students)
08:45 - 12:00	Year 1: Form 1CA		Lesson	Chris Allen	✓ 23 ⚠ 0 ✗ 4
08:45 - 12:00	Year 1: Form 1LM		Lesson	Leo Murphy	✓ 25 ⚠ 1 ✗ 5
08:45 - 12:00	Year 2: Form 2AR		Lesson	Alice Russell	✓ 25 ⚠ 1 ✗ 2
08:45 - 12:00	Year 2: Form 2JP		Lesson	Jason Patel	✓ 26 ⚠ 1 ✗ 1
08:45 - 12:00	Year 3: Form 3AM		Lesson	Amy Mitchell	✓ 26 ⚠ 0 ✗ 4

At the top of the page, you can use the filters to select past time slots to view or choose to only view registers for one type of event e.g. interventions, clubs, or trips.

Editing filter...

Select Date*

Include ☒ Attendance Registers ☒ Interventions ☒ Internal Exclusions
☐ Trips ☒ Clubs

[Cancel](#) [Apply](#)

- Click on the Lesson/Event (Register)
- A slide appears showing the list of students in that register
- Click on the orange **Edit Register** button
- The register will then be displayed in the default view with student photos

Year 1: Form 1CA
08:45 - 12:00, Friday, 06 June 2025

Mark All Blank As...

Kim Bowers ☒ Absent ☐ Late ☒ Present [Skip](#)

Cheryl Brock ☒ Absent ☐ Late ☒ Present [Skip](#)

Iola Bryan ☒ Absent ☐ Late ☒ Present [Skip](#)

Stuart Callahan ☒ Absent ☐ Late ☒ Present [Skip](#)

Vera Carter ☒ Absent ☐ Late ☒ Present [Skip](#)

Back Lesson Attendance Records

Lesson	Year 1: Form 1CA
Date	06 Jun 2025, 08:45 - 12:00
Staff	Chris Allen
Status	Attendance register opened

Attendance Records

Bowers Kim	✗
Brock Cheryl	✓
Bryan Iola	✓
Callahan Stuart	✓
Carter Vera	✓
Collier Kaitlin	✓
Collins Mufutau	✓
Conley Roth	✓
Dominguez Alea	✓
Galloway Jamalia	✓
Gardner Alisa	✓
Harding Kenneth	✓
Hendricks Brynn	✓
Hester Cruz	✓
Hudson Rigel	✓
Kemp Abbot	✓
Leach Lucius	✓
Mccarty Ivana	✓
Mcclure Michael	✓
Miles Philip	✓
Nieves Dahlia	✓

Lesson Overview [Edit Register](#)

- This view can be changed to a list view by clicking on the grey **Switch To List View** button in the top right of the screen

Year 1: Form 1CA
08:45 - 12:00, Friday, 06 June 2025

Mark All Blank As...

Bowers Kim	Absent	I (Illness) Absence Note 31 May 2025 - 06 Jun 2025: Kim Bowers got ill
Brock Cheryl	Present	/ (Present)
Bryan Iola	Present	/ (Present)
Callahan Stuart	Present	/ (Present)
Carter Vera	Present	/ (Present)
Collier Kaitlin	Present	/ (Present)
Collins Mufutau	Present	/ (Present)
Conley Roth	Present	/ (Present)
Dominguez Alea	Present	/ (Present)
Galloway Jamalia	Present	/ (Present)
Gardner Alisa	Present	/ (Present)
Harding Kenneth	Present	/ (Present)
Hendricks Brynn	Present	/ (Present)
Hester Cruz	Present	/ (Present)
Hudson Rigel	Present	/ (Present)
Kemp Abbot	Present	/ (Present)

- Make the changes to the register you require – all changes are saved automatically
- Click on the browser **Back** button to return to the Daily Attendance screen

Emergency Evacuation Registers

Students > Attendance > Registers > Daily Attendance

On this page, you can download the Emergency Evacuation Registers to a PDF that you can then print by:

- Click on the green **Emergency Evacuation Register** button
- The report will then download in PDF. Each registration form will be shown on a separate page

Form 1CA
Present: 23 / Absent: 4 / Unknown: 0
Tutor(s): Chris Allen
Printed: Friday, 06 June 2025, 12:16 (Only to be used in conjunction with the sign-in/sign-out sheet.)

Student	Today's Attendance Marks	Latest Attendance Mark	Emergency Register
Bowers Kim	08:45 Illness (I)	08:45 Illness (I)	
Brock Cheryl	08:45 Present (I)	08:45 Present (I)	
Bryan Iola	08:45 Present (I)	08:45 Present (I)	
Callahan Stuart	08:45 Present (I)	08:45 Present (I)	
Carter Vera	08:45 Present (I)	08:45 Present (I)	
Collier Kaitlin	08:45 Present (I)	08:45 Present (I)	
Collins Mufutau	08:45 Present (I)	08:45 Present (I)	
Conley Roth	08:45 Present (I)	08:45 Present (I)	
Dominguez Alea	08:45 Present (I)	08:45 Present (I)	
Galloway Jamalia	08:45 Present (I)	08:45 Present (I)	
Gardner Alisa	08:45 Present (I)	08:45 Present (I)	
Harding Kenneth	08:45 Present (I)	08:45 Present (I)	
Hendricks Brynn	08:45 Present (I)	08:45 Present (I)	
Hester Cruz	08:45 Present (I)	08:45 Present (I)	
Hudson Rigel	08:45 Present (I)	08:45 Present (I)	
Kemp Abbot	08:45 Present (I)	08:45 Present (I)	
Leach Lucius	08:45 Present (I)	08:45 Present (I)	
Mccarty Ivana	08:45 Present (I)	08:45 Present (I)	

Incomplete Registers

Students > Attendance > Registers > Incomplete Registers

The Incomplete Registers tab provides you with a list of the registers that have not had their attendance completed and the Unopened tab shows the registers that have not been opened by teachers.

- Click on the **Incomplete** tab

Incomplete Attendance Registers									
Thu, 22 May 2025 - Fri, 06 Jun 2025 Settings									
Unopened Incomplete Validation Errors									
Bulk action ▾ Hide columns ▾ Search this table Download ▾ [Icons]									
<input type="checkbox"/>	Date	Lesson/Event	Year Group	Teachers	Room	Opened on	Marks		
<input type="checkbox"/>	Thu, 5th Jun 2025, 08:45 - 1...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		05 Jun 2025, 08:39	✓ 25	🟡 0	✗ 3
<input type="checkbox"/>	Wed, 4th Jun 2025, 12:45 - ...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		04 Jun 2025, 12:39	✓ 25	🟡 1	✗ 2
<input type="checkbox"/>	Wed, 4th Jun 2025, 08:45 - ...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		04 Jun 2025, 08:39	✓ 25	🟡 1	✗ 2
<input type="checkbox"/>	Wed, 4th Jun 2025, 08:45 - ...	Nursery: Nur FT	Nursery			04 Jun 2025, 10:45	✓ 0	🟡 0	✗ 0
<input type="checkbox"/>	Tue, 3rd Jun 2025, 12:45 - 1...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		03 Jun 2025, 12:39	✓ 24	🟡 1	✗ 3
<input type="checkbox"/>	Tue, 3rd Jun 2025, 08:45 - 1...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		03 Jun 2025, 08:39	✓ 24	🟡 1	✗ 3
<input type="checkbox"/>	Fri, 23rd May 2025, 12:45 - ...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		23 May 2025, 12:39	✓ 24	🟡 2	✗ 2
<input type="checkbox"/>	Fri, 23rd May 2025, 08:45 - ...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		23 May 2025, 08:39	✓ 26	🟡 1	✗ 1
<input type="checkbox"/>	Thu, 22nd May 2025, 12:45 - ...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		22 May 2025, 12:39	✓ 24	🟡 1	✗ 3
<input type="checkbox"/>	Thu, 22nd May 2025, 08:45 - ...	Year 5: Form 5ZCMA		Zach Cook and Mia Richards		22 May 2025, 08:39	✓ 24	🟡 1	✗ 3
Showing 10 results									

In the Marks column, you can see how many students were present, late and absent. The number next to the question mark indicates how many students have not been allocated a mark.

- Click on the Lesson/Event (Register)
- A slide appears showing the list of students in that register
- Click on the orange **Edit Register** button
- Make the changes to the register you require – all changes are saved automatically
- Click on the browser **Back** button to return to the Incomplete Attendance Registers screen

Lesson Attendance Records	
Lesson	Year 1: Form 1CA
Date	06 Jun 2025, 08:45 - 12:00
Staff	Chris Allen
Status	Attendance register opened
Attendance Records	
Bowers Kim	✗
Brock Cheryl	✓
Bryan Iola	✓
Callahan Stuart	✓
Carter Vera	✓
Collier Kaitlin	✓
Collins Mufutau	✓
Conley Roth	✓
Dominguez Alea	✓
Galloway Jamalia	✓
Gardner Alisa	✓
Harding Kenneth	✓
Hendricks Brynn	✓
Hester Cruz	✓
Hudson Rigel	✓
Kemp Abbot	✓
Leach Lucius	✓
Mccarty Ivana	✓
Mcclure Michael	✓
Miles Philip	✓
Nieves Dahlia	✓
Lesson Overview » Edit Register	

Reminding teachers to complete registers

Students > Attendance > Registers > Incomplete Registers

From the Incomplete Registers screen you can send teachers an email to remind them to take their incomplete or unopened registers.

- Click on the box next each registers you wish to remind staff about
- Click on the green **Bulk Action** button
- Select **Send Reminder Email**
- Click on the green **Send Reminder Email** button

Send Incomplete Register Reminder

Hide columns Search this table

Date	Lesson/Event	Staff
03 Jun 2025, 12:45	Year 5: Form 5ZCMA	Zach Cook and Mia Rich...
23 May 2025, 08:45	Year 5: Form 5ZCMA	Zach Cook and Mia Rich...
03 Jun 2025, 08:45	Year 5: Form 5ZCMA	Zach Cook and Mia Rich...
22 May 2025, 12:45	Year 5: Form 5ZCMA	Zach Cook and Mia Rich...
23 May 2025, 12:45	Year 5: Form 5ZCMA	Zach Cook and Mia Rich...

Showing 5 results

Subject: Please complete your attendance registers!
Hi Teacher First Name,

The following attendance registers are not fully complete. Please log on to Arbor and complete them.

* Mon, 19 Jan 2017, 08:00 - Example Lesson Name
* Tue, 20 Jan 2017, 08:00 - Example Lesson Name

Best wishes,
Team Arbor

Cancel Send Reminder Email

Incomplete Attendance Registers

Thu, 22 May 2025 - Fri, 06 Jun 2025 Settings

Unopened Incomplete Validation Errors

Bulk action Hide columns

Send Reminder Email

	Date	Lesson/Event	Year Group
<input type="checkbox"/>	Thu, 5th Jun 2025, 08:45 - 1...	Year 5: Form 5ZCMA	
<input type="checkbox"/>	Wed, 4th Jun 2025, 12:45 - ...	Year 5: Form 5ZCMA	
<input type="checkbox"/>	Wed, 4th Jun 2025, 08:45 - ...	Year 5: Form 5ZCMA	
<input type="checkbox"/>	Wed, 4th Jun 2025, 08:45 - ...	Nursery: Nur FT	
<input checked="" type="checkbox"/>	Tue, 3rd Jun 2025, 12:45 - 1...	Year 5: Form 5ZCMA	
<input checked="" type="checkbox"/>	Tue, 3rd Jun 2025, 08:45 - 1...	Year 5: Form 5ZCMA	
<input checked="" type="checkbox"/>	Fri, 23rd May 2025, 12:45 - ...	Year 5: Form 5ZCMA	
<input checked="" type="checkbox"/>	Fri, 23rd May 2025, 08:45 - ...	Year 5: Form 5ZCMA	
<input checked="" type="checkbox"/>	Thu, 22nd May 2025, 12:45 - ...	Year 5: Form 5ZCMA	
<input type="checkbox"/>	Thu, 22nd May 2025, 08:45 - ...	Year 5: Form 5ZCMA	

You have selected 5 rows

- The email that is sent will look something like this

Hi Eva,

The following attendance registers have not yet been opened. Please log on to Arbor and complete them.

- Mon, 28 Apr 2025, 08:45 - Year 1: Form 1CA

Best wishes,

Team Arbor

Incomplete Registers - Validation Errors







This area is usually empty but if there are any validation errors, there are 3 reasons why these will appear:

- A mark hasn't been given to a student in the register
- A mark has been given to a pupil for a lesson they are no longer enrolled in
- A pupil has been given a mark that is not correct, e.g. The S code has been given to a student who is not old enough for Study Leave (S)

Registers By Date

Students > Attendance > Registers > Registers By Date

This area will provide a list of all registers created on a specific date – today, a day in the past or a future date.

Registers By Date						
6th Jun 2025  Change Date						
Fri, 06 Jun 2025						
<div>Hide columns ▾</div> <div>Search this table     </div>						
Period	Lesson/Event	Staff	Opened	Complete + Valid	Marks	
08:00 - 08:55	Breakfast Club	Eva Louzao				
08:45 - 12:00	Nursery: Nur AM					
08:45 - 15:15	Nursery: Nur FT					
08:45 - 12:00	Reception: Form REKC	Helen Lloyd and Eva Louzao	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 1	✗ 0
08:45 - 12:00	Reception: Form RESC	Carl Isle				
08:45 - 12:00	Year 1: Form 1CA	Chris Allen and Eva Louzao	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 23	✗ 4
08:45 - 12:00	Year 1: Form 1LM	Leo Murphy	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 25	✗ 5
08:45 - 12:00	Year 2: Form 2AR	Alice Russell	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 25	✗ 2
08:45 - 12:00	Year 2: Form 2JP	Jason Patel	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 26	✗ 1
08:45 - 12:00	Year 3: Form 3AM	Amy Mitchell	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 26	✗ 4
08:45 - 12:00	Year 3: Form 3ER	Elsie Robertson	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 25	✗ 4
08:45 - 12:00	Year 4: Form 4CA	Chris Allen	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 22	✗ 1
08:45 - 12:00	Year 4: Form 4CM	Carl Isle	06 Jun 2025, 08:39	06 Jun 2025, 08:39	✓ 23	✗ 3
Showing 32 results						Expand table

At a glance you can see if any registers are incomplete and each register has a set of symbols beside it to offer a quick overview of the registers marks

✓ 28 ⚠ 0 ✗ 9 ? 1

- ✓ • How many students were present
- ⚠ • How many students were late
- ✗ • How many students were absent
- ? • Entries with missing or incomplete marks

- Click on the **Calendar** Date in the top right corner
- Select the date required
- Click on the green **Change Date** button
- You will then see all registers for that date and where you can select a register to make changes

Bulk Edit Marks Standard

Students > Attendance > Registers > Bulk Edit Marks Standard

This page will show you a list of students, and the attendance marks recorded for their lessons, internal exclusions and interventions.

🔍 02 Jun 2025 - 06 Jun 2025 2024/2025

- Click on the **green filter** option at the top
- Choose a **date range**
- Choose your **student groups**
- Choose to display the **Year Group** and **Registration Form** of each student
- Click on the green **Save Changes** button

Bulk Edit Settings

Start Date*

2nd Jun 2025

End Date*

6th Jun 2025

Students*

All Enrolled Students (2024/2025)

Extra Columns

☒ Year Group
 ☒ Registration Form

Cancel

Save Changes

				03 Jun 2025		04 Jun 2025		05 Jun 2025		06 Jun 2025	
				08:45 - 1...	12:45 - 1...	08:45 - 1...	12:45 - 1...	08:45 - 1...	12:45 - 1...	08:45 - 1...	12:45 - 1...
<input type="checkbox"/>	Adams, Arden	Reception	Form REKC	✓	✓	○	○	✓	○	○	✓
<input type="checkbox"/>	Adams, Emily	Year 6	Form 6SC	✓	✓	✓	✓	✓	✓	○	✓
<input type="checkbox"/>	Aggarwal, Hetan	Year 2	Form 2JP	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Allen, Sally	Year 2	Form 2AR	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Allen, Zach	Year 2	Form 2JP	I	I	I	I	I	I	I	I
<input type="checkbox"/>	Allery, Lazar	Year 4	Form 4SM	✓	○	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Anderson, Keeley	Year 6	Form 6SC	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Anderson, Wanda	Year 1	Form 1LM	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Badsey, Brandon	Year 4	Form 4SM	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Bailey, Adam	Year 5	Form 5ZCMA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Bailey, Nikki	Year 6	Form 6SC	✓	✓	✓	✓	✓	✓	✓	✓

- Click on the grey **Expand Table** button in the bottom right to see more rows
- If you want to change a session code, **click on the session**
- On the slide out, click on the orange **Edit** button
- Amend the Mark
- Click on the green **Save Changes** button
- Click on the green **Yes, continue** button

Attendance Record

Arden Adams

Form REKC

Year Reception

Date of Birth 28 Oct 2018 (6y 7m)

Mother Heidi Adams

EAL

Lesson attendance

Date and time 04 Jun 2025, 12:45

Lesson Reception: Form REKC

Staff Helen Lloyd and Eva Louzao

Mark Late (L)

Late 6 mins

Planned Absences

No planned absences.

Edit Attendance Record

Student Arden Adams

Date and time 04 Jun 2025, 12:45 - 15:15

Lesson Reception: Form REKC

Staff Helen Lloyd and Eva Louzao

Mark Late (L)

Minutes Late 6

Note

Created 04 Jun 2025, 12:39 by Arbor Admin

Cancel

Save Changes

Students > Attendance > Registers > Bulk Edit Marks Advanced

06 Jun 2025 Nursery Lessons Interventions Internal Exclusions

- ## Bulk Edit Settings

Start Date*

End Date*

Students*

All Enrolled Students (2024/2025)

Show Lessons
☒

Show Interventions
☒

Show Internal Exclusions
☒

Extra Columns

☒ Year Group
☒ Registration Form

Cancel

Save Changes

- Click on the grey **Expand Table** button in the bottom right to see more rows
- If you want to change a session code, **click on the session**
- Select from the list displayed to amend the mark

03 Jun 2025		04 Jun
08:45-1...	12:45-1...	08:45-
/	✓	N
/	✓	-
/	✓	# (School Closed To Pupils)
/	✓	/ (Present)
/	✓	? (Presumed Absent)
/	✓	B (Educated Off Site)
/	✓	C (Absent with leave for exceptional circumstances)
/	✓	C1 (Absence for a Regulated Performance or Employment Abroad)
/	✓	C2 (Pupil on Part-Time Timetable)
/	✓	D (Dual Registration)
/	✓	E (Excluded With No Alternative)
/	✓	F (Other)

- Hover over the session to add a note
- Click on the grey **Add Note** button
- **Type your Note**
- Click on the green **Add Note** button
- You will then see a note symbol in the top left side of the session code box

Bulk Action within Bulk Edit

Within the Bulk Edit Marks Standard and Advanced, there is a Bulk Action box which will allow you to bulk change marks.

To activate the Bulk Action

- Click on the **box beside the students** you wish to change
- Click on the green **Bulk Action** button
- Select one of the 4 top options

- This will then display all the sessions for the students selected. If you want to change all these sessions to the code you have selected, click on green **Bulk Set Marks** button
- Click on the green **Set marks** button

Students > Attendance > Registers > Roll Call Marks

- Click on the **green filter** option at the top
- Choose a **date range**
- Choose your **student groups**
- Choose to display the **Year Group** and **Registration Form** of each student
- Click on the green **Save Changes** button

Roll Call Marks											
<div> <div> <div> <div></div> <div>02 Jun 2025 - 06 Jun 2025</div> </div> <div> <div></div> <div>Year 1: Form 1CA</div> </div> </div> <div> <div>Bulk action</div> <div>Hide columns</div> </div> <div> <div>Search this table</div> <div>Download</div> <div></div> <div></div> <div></div> <div></div> </div> </div>											
	Student	Year	Form	03 Jun 2025		04 Jun 2025		05 Jun 2025		06 Jun 2025	
				AM	PM	AM	PM	AM	PM	AM	PM
<input type="checkbox"/>	Bowers Kim	Year 1	Form 1CA								
<input type="checkbox"/>	Brock Cheryl	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Bryan Iola	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Callahan Stuart	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Carter Vera	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Collier Kaitlin	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Collins Mufutau	Year 1	Form 1CA	✓	✓	✓	✓			✓	✓
<input type="checkbox"/>	Conley Roth	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Dominguez Alea	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Galloway Jamalia	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Gardner Alisa	Year 1	Form 1CA	✓	✓	✓	✓	✓	✓	✓	✓

- To make a change to a roll call mark, **click on the session**
- Make changes to **Mark**
- **Add a Note** if required
- Click on the green **Save Changes** button
- Click on the green **Yes, continue** button

[← Back](#)

Edit Attendance Record

Student	Ray Whitaker		
Date and time	06 Jun 2025, 08:45 - 12:00		
Lesson	Year 1: Form 1CA		
Staff	Chris Allen and Eva Louzao		
Mark	<div>Late (L)</div>		
Minutes Late	<div>10</div>		
Note	<div>Mum said the bus was caught in traffic</div>		

Created

06 Jun 2025, 08:39 by Arbor Admin

Cancel

Save Changes

Managing Absentees

Absentees By Date

Students > Attendance > Absentees > Absentees By Date

This is the area where you follow up with any unexplained student absences from the attendance dashboard for today.

Absentees

Follow-up With Guardians

If you wish to log a follow-up with a student's guardians, you need to ensure the **Group by date** filter is applied below.

T

Start Date 9th Jun 2025. End Date 9th Jun 2025. Showing Group by date.

Change

Bulk action

Hide columns

Search this table

Download

<input type="checkbox"/>	Student	Year	Form	Date	Lessons	Days	Mark	Notes	Follow-up
<input type="checkbox"/>	Hall Jade	Year 6	6SC	Mon, 09 Jun 2025	(Entire Day)	4	Family Holiday (Not Agreed) (G)	Planned Absence Note: Jade Hall extended family holiday (not agreed)	
<input type="checkbox"/>	Hill Mandy	Year 2	2AR	Mon, 09 Jun 2025	(Entire Day)	1	Family Holiday (Not Agreed) (G)	Planned Absence Note: Mandy Hill extended family holiday (not agreed)	
<input type="checkbox"/>	Rose Keith	Year 6	6LJ	Mon, 09 Jun 2025	(Entire Day)	1	Family Holiday (Not Agreed) (G)	Planned Absence Note: Keith Rose extended family holiday (not agreed)	
<input type="checkbox"/>	Saunders Philip	Year 2	2AR	Mon, 09 Jun 2025	(Entire Day)	2	Family Holiday (Not Agreed) (G)	Planned Absence Note: Philip Saunders extended family holiday (not agreed)	
<input type="checkbox"/>	Campbell Elliot	Year 3	3ER	Mon, 09 Jun 2025	(Entire Day)	1	Illness (I)	Planned Absence Note: Elliot Campbell got ill	
<input type="checkbox"/>	Cooper Linda	Year 5	5ZCMA	Mon, 09 Jun 2025	(Entire Day)	1	Illness (I)	Planned Absence Note: Linda Cooper got ill	

Showing 35 results

Expand table

Please note that only statistical possible marks are considered when calculating absentees.

Start Date 9th Jun 2025. End Date 9th Jun 2025. Showing Group by date.

- Click on the **Filter** at the top of the page
- Select your **Dates**
- Select your **Students**
- Select any **Specific Marks** you wish to search for
- Tick the **Group By** date box
- Click on the green **Apply** button

Editing filter...

Start Date

9th Jun 2025

End Date

9th Jun 2025

Students in...

All students

...and also in...

Specific Mark

All Absence Reasons

Group by date

☒

Cancel

Apply

- Click on the **box next to the student Absent** you wish to follow up with
- Click on the green **Bulk Action** button
- Select the **Follow-up With Guardians** option

[« Back](#)

Create follow up

Jade Hall

Follow-up with...

☒ Paul Hall Father

☒ Imogen Hall Mother

Email Template

Subject: Attendance Follow-up

Dear Recipient First Name,

Please can you let the school office know why Student First Name is absent from school today.

Best regards,

Sender Full Name
Attendance Lead

SMS Template

Dear Recipient First Name, please can you let the school office know why Student First Name is absent from school today.

You can currently only follow-up by email, because you have used all of your SMS credits.

[Top up SMS credit](#)

[Cancel](#)
[Send Message To Primary Guardians](#)

[Bulk action](#)
[Hide columns](#)

Follow-up With Guardians


- Create New Intervention
- Create Ad Hoc Intervention
- Add to Existing Intervention Group
- Add to Custom Group
- Send Email to Students
- Send SMS to Students
- Send Letter to Students
- Send In-App Message to Students
- Send Email to Primary Guardians
- Send SMS to Primary Guardians
- Send Letter to Primary Guardians
- Send In-App Message to Primary Guardians

- Confirm which Guardians will be notified by ticking the box against their names
- Click on the green **Send Message To Primary Guardians** button

Broken Weeks

Students > Attendance > Absentees > Broken Weeks


This area will show you how many weeks of attendance have been broken due to absences. A broken week is a week where a student has received an absence mark for any roll call sessions during that week. This is useful for spotting any regular patterns of absence.

 Start Date **1st Sep 2024**. End Date **16th Jun 2025**. Showing **Unauthorised absence marks**.

Editing filter...


Start Date*

31st Mar 2025



End Date*

13th Jun 2025



Including

Unauthorised absence marks ☒










Authorised absence marks ☐

Attendance not required marks ☐

Cancel

Apply

- Click on the **Filter** at the top of the page
- Select your **Dates**
- Tick which **type of Absence** you want to see
- Click on the green **Apply** button


Broken Weeks Of Attendance						
<div> Start Date 31st Mar 2025. End Date 13th Jun 2025. Showing Unauthorised absence marks. </div>						
<div><div> Bulk action ▼</div><div> Hide columns ▼</div><div><input type="text" value="Search this table"/></div><div> Download ▼</div><div></div><div></div><div></div><div></div></div>						
<input type="checkbox"/>	Student	Year	Reg. Form	Broken Weeks		
				Statutory/Roll Call	Lesson by Lesson	
<input type="checkbox"/>	Sainter Solomon	Year 4	4SM	5	5	
<input type="checkbox"/>	Nellies Flint	Year 4	4SM	5	5	
<input type="checkbox"/>	Adams Arden	Reception	REKC	5	5	
<input type="checkbox"/>	Reid Shannon	Year 5	5JT	4	4	
<input type="checkbox"/>	Navarro Adara	Year 1	1LM	4	4	
<input type="checkbox"/>	Dominguez Alea	Year 1	1CA	4	4	
<input type="checkbox"/>	Chapman Isla	Year 2	2JP	4	4	
<input type="checkbox"/>	Anderson Keeley	Year 6	6SC	4	4	
<input type="checkbox"/>	Lloyd Sasha	Year 2	2JP	4	4	

You can take various actions by first selecting students using the tick boxes and clicking on the green Bulk Action Button. A list will appear with several options to choose from, including sending communications to Primary Guardians or adding the pupils to a custom group.





Continuous Absence

Students > Attendance > Absentees > Continuous Absence

This page will show you students who have an absent mark in a lesson on the selected date and how many days they have has an absence mark in a lesson in a row. This page will NOT count all absences a student has had (see Persistent Absences for this), it will display students who have an absence that overlaps the date selected.

As of date  Apply

- Click the **Calendar** Icon
- Select the date required
- Click on the green **Apply** button

Continuous Absence							
As of date 3rd Jun 2025.							
<div><div>Bulk action ▾</div><div>Hide columns ▾</div><div><input type="text" value="Search this table"/></div><div><div>Download ▾</div><div></div><div></div><div></div><div></div></div></div>							
<input type="checkbox"/>	Student	Year	Form	Mark	Absence Period	Consecutive Days	
<input type="checkbox"/>	Bowers Kim	Year 1	1CA	Illness (I)	03 Jun 2025	1	
<input type="checkbox"/>	Wade Faith	Year 1	1CA	Illness (I)	03 Jun 2025	1	
<input type="checkbox"/>	Walters Lance	Year 1	1CA	Illness (I) and No Reason ...	21 May 2025 - 03 Jun 2025	4	
<input type="checkbox"/>	Holder Serena	Year 1	1LM	Illness (I)	03 Jun 2025	1	
<input type="checkbox"/>	Moss Ruth	Year 1	1LM	Study Leave (S) and Trave...	19 May 2025 - 03 Jun 2025	6	
<input type="checkbox"/>	Welch Megan	Year 1	1LM	No Reason (N)	03 Jun 2025	1	
<input type="checkbox"/>	Murray Millie	Year 2	2AR	Illness (I) and Study Leav...	23 May 2025 - 03 Jun 2025	2	
<input type="checkbox"/>	Lloyd Sasha	Year 2	2JP	Family Holiday (Not Agre...	03 Jun 2025	1	
<input type="checkbox"/>	Murray Linda	Year 2	2JP	Family Holiday (Not Agre...	03 Jun 2025	1	
<input type="checkbox"/>	Patel Ruth	Year 2	2JP	Illness (I)	03 Jun 2025	1	
<input type="checkbox"/>	Lloyd Molly	Year 2	2JP	Illness (I)	03 Jun 2025	1	

When clicking on a specific student from the list a slide will appear showing guardian details and student basic details. You can edit the mark from here if needed by clicking on the orange **Edit** button.

- Click on the column header '**Consecutive Days**' to sort the days from most to least

What counts as a continuous Absence?

A continuous absence is any day where a student has an absent mark for any lesson.

This means if they have any mark other than Present \, B, P, J, V any X mark, D, Y, Z, # or W, this will count as an absence and make the student appear on the Continuous Absences page.

U - Late (after register closes) also is considered as an absence so this could also cause a student to appear on this page.

A full list of Attendance codes is on is shown here:

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.


T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

Correlated/Siblings

Students > Attendance > Absentees > Continuous Absence


This page will show students with more than 5 unauthorised absences that also have correlated unauthorised absences with other students for the selected date range.

 Start Date **17th Apr 2025**. End Date **16th Jun 2025**.

 Editing filter...


Start Date

17th Apr 2025



End Date












16th Jun 2025



Cancel

 Apply

- Click on the **Filter** at the top of the page
- Select your **Dates**
- Click on the green **Apply** button
- Click on any **column header** to sort the data in the order you require

Correlated/Sibling Absence							
<div> This report lists students with more than 5 unauthorised absences that also have correlated unauthorised absences with other students for the selected date range.</div>							
<div> Start Date 17th Apr 2025. End Date 16th Jun 2025.  Change</div>							
<div><div> Bulk action ▼</div><div> Hide columns ▼</div><div> Search this table</div><div> Download ▼</div><div></div><div></div><div></div><div></div></div>							
<input type="checkbox"/>	Student A	Student A Reg...	Student B	Student B Reg...	Sessions	Correlation ↓	Notes
<input type="checkbox"/>	Hunt Reece	Form 3ER	Richards Sally	Form 3AM	10	94.49%	
<input type="checkbox"/>	Zannutti Perri	Form 4CA	Lloyd Aiden	Form 2AR	8	87.13%	
<input type="checkbox"/>	Price Naomi	Form 5JT	Wilson Naomi	Form 3AM	7	86.68%	
<input type="checkbox"/>	Collins Yvonne	Form 3ER	Richards Sally	Form 3AM	10	85.32%	
<input type="checkbox"/>	Bell Archie	Form 3AM	Rice Maris	Form 1LM	8	83.05%	
<input type="checkbox"/>	Hill Mandy	Form 2AR	Morris Kevin	Form 2JP	8	81.72%	
<input type="checkbox"/>	Collins Yvonne	Form 3ER	Hunt Reece	Form 3ER	10	80.08%	
<input type="checkbox"/>	Hunter Tiffany	Form 5JT	Hill Mandy	Form 2AR	6	79.58%	

- Click on the Download button to print or export the data

Persistent Absentees

Students > Attendance > Absentees > Persistent Absentees

This area will show by default a list of students who have a minimum of 10% absences in this academic year (students with percentage present at 90% or under), from greatest to lowest overall percentage absence.

Start Date **1st Sep 2024**. End Date **16th Jun 2025**. Mark Type **Statutory/Roll Call**. Filter Using **Overall Absence...**

Editing filter...

Start Date* 1st Sep 2024

End Date* 16th Jun 2025

Mark Type* Statutory/Roll Call

Ignoring specific marks* Statistics are considering all attendance marks.

Filter Using* Overall Absence

Minimum (%)* 10

Maximum (%)* 100

Students in... All students

...and also in...

Current students only ☐

Cancel Apply

- Click on the **Filter** at the top of the page
- Select your **Dates**
- Choose if you want to **Ignore Specific Marks**
- Change the **Minimum %** if required
- Change the **Maximum %** if required
- **Select the students** you want to search for
- Tick **Current students only** (if this is left unticked, you may get some leavers appear in the list)
- Click on the green **Apply** button

Persistent Absentees									
Start Date 1st Sep 2024. End Date 16th Jun 2025. Mark Type Statutory/Roll Call. Filter Using Overall Absence... Showing Current students only. Change									
<div>Bulk action Hide columns Search this table Download</div>									
<input type="checkbox"/>	Student	Year	Form	Unauth.	Auth.	Absent	Present	Breakdown	
<input type="checkbox"/>	Harding Kenneth	Year 1	1CA	0.6%	9.67%	10.27%	89.73%	No Reason (N): 2 sessions (0.6%) Illness (I): 32 sessions (9.7%) Total Absences: 34 sessions	
<input type="checkbox"/>	Turner Jennifer	Year 2	2AR	8.46%	1.81%	10.27%	89.73%	No Reason (N): 28 sessions (8.5%) Illness (I): 6 sessions (1.8%) Total Absences: 34 sessions	
<input type="checkbox"/>	Clarke Neil	Year 3	3AM	2.42%	7.85%	10.27%	89.73%	No Reason (N): 8 sessions (2.4%) Illness (I): 26 sessions (7.9%) Total Absences: 34 sessions	
<input type="checkbox"/>	Bell Alice	Year 3	3ER	1.81%	8.46%	10.27%	89.73%	No Reason (N): 6 sessions (1.8%) Illness (I): 20 sessions (6.0%) Traveller Absence (T): 8 sessions (2.4%) Total Absences: 34 sessions	
<input type="checkbox"/>	Kelly Holly	Year 3	3ER	0.6%	9.67%	10.27%	89.73%	Illness (I): 32 sessions (9.7%) No Reason (N): 2 sessions (0.6%) Total Absences: 34 sessions	
<input type="checkbox"/>	Hall Eileen	Year 3	3AM	3.02%	7.25%	10.27%	89.73%	No Reason (N): 2 sessions (0.6%) Family Holiday (Not Agreed) (G): 8 sessions (2.4%) Study Leave (S): 12 sessions (3.6%) Illness (I): 12 sessions (3.6%) Total Absences: 34 sessions	

Planned Absences

Students > Attendance > Absentees > Planned Absences

Planned absences are used to log when a student will be absent from school and can be used to choose a pre-fill mark that will automatically populate in the registers.

Planned Absences							Record Planned Absence
Start Date 6th Jun 2025. End Date 31st Aug 2025.							Change
Bulk action ▾		Hide columns ▾		Search this table		Download ▾	⌵ ⚙ ⌵ ⌵
<input type="checkbox"/>	Student	Year	Reg. Form	Absence Dates	Mark	Notes	
<input type="checkbox"/>	Graham Sally	Year 5	5JT	Fri, 30th May 2025, 00:00 - Sat, 7th Jun 2025, 00:00	Illness (I)	Sally Graham got ill	
<input type="checkbox"/>	Hunt Harrison	Year 3	3ER	Fri, 30th May 2025, 00:00 - Sat, 7th Jun 2025, 00:00	Illness (I)	Harrison Hunt got ill	
<input type="checkbox"/>	Bowers Kim	Year 1	1CA	Sat, 31st May 2025, 00:00 - Sat, 7th Jun 2025, 00:00	Illness (I)	Kim Bowers got ill	
<input type="checkbox"/>	Holder Serena	Year 1	1LM	Sun, 1st Jun 2025, 00:00 - Sun, 8th Jun 2025, 00:00	Illness (I)	Serena Holder got ill	
<input type="checkbox"/>	Saunders Nikki	Year 3	3AM	Sun, 1st Jun 2025, 00:00 - Mon, 9th Jun 2025, 00:00	Illness (I)	Nikki Saunders got ill	
<input type="checkbox"/>	Moss Ruth	Year 1	1LM	Mon, 2nd Jun 2025, 00:00 - Mon, 9th Jun 2025, 00:00	Traveller Absence (T)	Ruth Moss travel absence	
<input type="checkbox"/>	Kennedy Mason	Year 3	3ER	Mon, 2nd Jun 2025, 00:00 - Tue, 10th Jun 2025, 00:00	Illness (I)	Mason Kennedy got ill	
<input type="checkbox"/>	Wilson Jack	Year 3	3ER	Mon, 2nd Jun 2025, 00:00 - Sat, 7th Jun 2025, 00:00	Illness (I)	Jack Wilson got ill	
<input type="checkbox"/>	Reynolds Logan	Year 5	5ZCMA	Mon, 2nd Jun 2025, 00:00 - Tue, 10th Jun 2025, 00:00	Illness (I)	Logan Reynolds got ill	
<input type="checkbox"/>	Basu Supriya	Year 4	5ZCMA	Tue, 3rd Jun 2025, 00:00 - Mon, 9th Jun 2025, 00:00	Illness (I)	Supriya Basu got ill	
<input type="checkbox"/>	Stewart James	Year 6	6LJ	Tue, 3rd Jun 2025, 00:00 - Tue, 10th Jun 2025, 00:00	Study Leave (S)	James Stewart study leave	
<input type="checkbox"/>	Turner Lilly	Year 3	3AM	Tue, 3rd Jun 2025, 00:00 - Sun, 8th Jun 2025, 00:00	Illness (I)	Lilly Turner got ill	
Showing 27 results							Expand table

- Click on the orange **Record Planned Absence** button in the top right
- Select the dates** for the absence
- Select the student** or students if more than one
- Select the pre-fill mark** for the absence
- Add a Notes** if required
- Tick the Pin box** if you want this absence to appear at the top of the Student Profile page (it will only appear up until the end of the absence)
- Click on the green **Record Planned Absence** button

Record Planned Absence

Start date and time

08:00

9th Jun 2025

📅

End date and time

17:00

10th Jun 2025

📅

Students*

👤 Gary Santiago (1LM)

⌵

Pre-fill mark

Medical/Dental Appointments (M)

⌵

Approved by staff

Eva Louzao

⌵

Approved date

6th Jun 2025

📅

Notes

Gary will be having a small operation on his tonsils

☒ 📌 Pin this to the top of the student profile (until the end of the absence)

⌵ Set absence to repeat

Attachments

⬆

Drag or click to upload

Cancel

Record Planned Absence

Latecomers

Students > Attendance > Latecomers

In this area you can see all of the students who were late today. You can also use the filters to report on students who are persistently late and view late statistics for student groups.

Start Date **16th Jun 2025**. End Date **16th Jun 2025**. Attendance Type **Lesson Marks**.

Editing filter...

Start Date: 2nd Jun 2025

End Date: 16th Jun 2025

Students in...: All students

...and also in...:

Attendance Type: All Statutory/Roll Call Marks

Specific Mark: All late reasons

Group By: Student

Min # Lates: 1

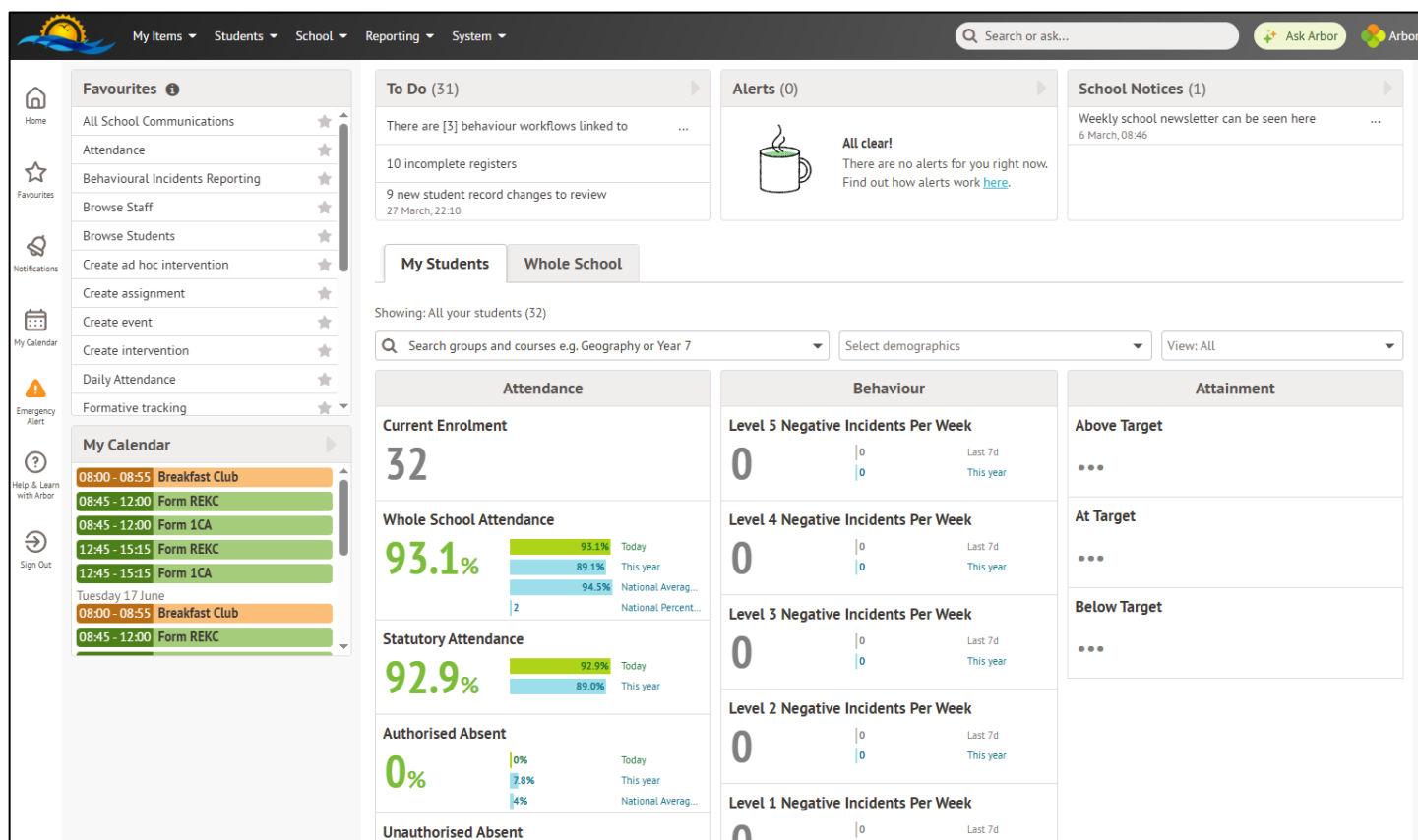
Clear all filters Cancel Apply

- Click on the **Filter** at the top of the page
- Select your **Dates**
- **Select the students** you want to search for
- Select the **Attendance Type**
- Select a **Specific Mark** if required
- **Group By Student** or Raw Late Instances
- Select if you want to see a **minimum minutes Lates**
- Click on the green **Apply** button

Latecomers							
Start Date 2nd Jun 2025. End Date 16th Jun 2025. Attendance Type All Statutory/Roll Call Marks. Group By Student. Change							
Bulk action Hide columns Search this table Download							
	Student	Year	Form	% Late	# Late	Avg Mins Late	Total Mins Late
<input type="checkbox"/>	Adams Arden	Reception	REKC	55%	11	11.3	124
<input type="checkbox"/>	Adams Emily	Year 6	6SC	10%	2	8.5	17
<input type="checkbox"/>	Allen Sally	Year 2	2AR	5%	1	13.0	13
<input type="checkbox"/>	Allery Lazar	Year 4	4SM	5%	1	19.0	19
<input type="checkbox"/>	Bailey Nikki	Year 6	6SC	5%	1	4.0	4
<input type="checkbox"/>	Baker Craig	Year 2	2JP	5%	1	8.0	8
<input type="checkbox"/>	Basu Supriya	Year 4	5ZCMA	5%	1	15.0	15
<input type="checkbox"/>	Benwell Engracia	Year 4	4CA	10%	2	11.5	23
<input type="checkbox"/>	Bracci Petronilla	Year 4	4CA	5%	1	18.0	18
<input type="checkbox"/>	Brodeur Nonie	Year 4	4CA	5%	1	16.0	16
<input type="checkbox"/>	Bruckenthal Dalenna	Year 4	4CA	5%	1	4.0	4

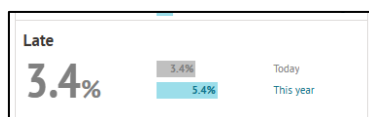
Viewing Late Statistics for Student Groups

The Dashboard is displayed when you first log into Arbor



You will see your whole school statistics for Late from your Arbor Dashboard

- Click in to the **Late** section







- You will then be able to see Late statistics by student groups
- Click onto any group to analyse the data further

Late		
Groups	Students	All Student Groups
Name	Today	Average This Year
Year 1	0%	2.5%
Key Stage 1	0%	2.5%
Form 1CA	0%	2.5%
Male	0%	4.3%
In Year Admission	0%	47.2%
Not Compulsory School Age	0%	47.2%
Not EAL	0%	3.0%
NonGifted	3.4%	5.4%
NonGifted Talented	3.4%	5.4%
NonMobile Y10 Y11	3.4%	5.4%
NonMobile Y5 Y6	3.4%	5.4%
Not Out Of Age Group Cohort	3.4%	5.4%
Not SEN	3.4%	5.4%

Reporting on Attendance

Statistics

Students > Attendance > Statistics

Attendance Statistics			
Date range Custom. Start Date 1st Sep 2024. End Date 16th Jun 2025. Showing Only current students. Change			
Hide columns	Search this table	Download	   
Student Group	Present R/C	Auth. Absent R/C	Unauth. Absent R/C
	Marks (%)	Marks (%)	Marks (%)
All Students	90.11%	6.93%	2.96%
Showing 1 result			

- Click on the **Filter** at the top of the page

Date range Custom. Start Date 1st Sep 2024. End Date 16th Jun 2025. Showing Only current students.

Editing filter...

CancelApplySave as new filter

Saved filtersLeave empty to use filters selected below

Date rangeCustom

Start Date1st Sep 2024

End Date16th Jun 2025

Students who are...All Students

and who also are

Only current students☒ Don't include students who have left the school already

Specific Roll CallAll roll calls per day

Ignoring specific marksStatistics are considering all attendance marks.

Display settings...

Show data by...Whole school

...and also by...










General☐ Number of Students

Roll Call/Statutory☐ Number Possible☐ Percentage Students Present☐ Number Marks Auth. Absent☒ Percentage Marks Unauth. Absent☐ Number Students Unauth. Absent☐ Percentage Students Late☐ Number Approved Educational Activity☐ Bradford Factor☒ Percentage Marks Present☐ Number Students Present☐ Percentage Students Auth. Absent☐ Number Marks Unauth. Absent☐ Percentage Marks Late☐ Number Students Late☐ Percentage Of Each Mark☐ Percentage Persistent Absentees☐ Number Marks Present☒ Percentage Marks Auth. Absent☐ Number Students Auth. Absent☐ Percentage Students Unauth. Absent☐ Number Marks Late☐ Percentage Approved Educational Activity☐ Number Of Each Mark

Lesson-by-lesson☐ Number Possible☐ Percentage Auth. Absent☐ Number Unauth. Absent☐ Percentage Of Each Mark☐ Percentage Present☐ Number Auth. Absent☐ Percentage Late☐ Number Of Each Mark☐ Number Present☐ Percentage Unauth. Absent☐ Number Late



CancelApplySave as new filter


- Select your **Start Date**
- Select your **End Date**
- In the **Students who are...** box select your students (you are able to select multiple groups – as shown below)

Students who are...  Year 3: Form 3AM  Year 3: Form 3ER  Year 4: Form 4CA  Year 4: Form 4SM  Year 5: Form 5JT  Year 5: Form 5ZCMA  Year 6: Form 6LJ  Year 6: Form 6SC 

- Tick the **Only current students** box
- Select how you want to display your data in the **Show data by...** and **...and also by** boxes

Display settings...

Show data by...  Demographics 


...and also by...  Registration Form 

- Tick which Statistics you want to display (by default only these 3 are ticks)

Roll Call/Statutory



<input type="checkbox"/> Number Possible	<input checked="" type="checkbox"/> Percentage Marks Present	<input type="checkbox"/> Number Marks Present
<input type="checkbox"/> Percentage Students Present	<input type="checkbox"/> Number Students Present	<input checked="" type="checkbox"/> Percentage Marks Auth. Absent
<input type="checkbox"/> Number Marks Auth. Absent	<input type="checkbox"/> Percentage Students Auth. Absent	<input type="checkbox"/> Number Students Auth. Absent
<input checked="" type="checkbox"/> Percentage Marks Unauth. Absent	<input type="checkbox"/> Number Marks Unauth. Absent	<input type="checkbox"/> Percentage Students Unauth. Absent

- Click on the green **Apply** button or you are able to save these settings as a new personal filter by clicking on the green **Save as new filter** button
- Give your new filter a **name**
- Click on the green **Save and apply** button

Save as a new filter 


Enter a name so you can save this combination of filters for next time you visit this page.






Filter name

 Cancel  Save and apply


The report will then display and the new filter will be saved for future use.

Attendance Statistics

Start Date 1st Sep 2024. End Date 16th Jun 2025. Students who are Year 3: Form 3AM or Year 3: Form 3ER or Year 4: Form 4CA or Year 4: Form 4SM or Year 5: Form 5JT or Year 5: Form 5ZCMA or Year 6: Form 6LJ or Year 6: Form 6SC. Showing Only current students. 


Hide columns  Search this table  Download   


Student Group	Subgroup	Present R/C Marks (%)	Auth. Absent R/C Marks (%)	Unauth. Absent R/C Marks (%)	Late R/C Student Students (%)
Female	Form 3AM	90.83%	5.93%	3.24%	100%
Female	Form 3ER	88.89%	8.74%	2.37%	100%
Female	Form 4CA	89.25%	8.46%	2.29%	100%
Female	Form 4SM	86.4%	9.67%	3.93%	100%
Female	Form 5JT	89.45%	7.37%	3.18%	100%
Female	Form 5ZCMA	90.27%	7.15%	2.58%	100%
Female	Form 6LJ	90.79%	5.77%	3.44%	100%
Female	Form 6SC	92.89%	2.84%	4.27%	100%
Male	Form 3AM	91.87%	5.19%	2.94%	100%
Male	Form 3ER	89.39%	8.1%	2.51%	100%
Male	Form 4SM	89.27%	7.84%	2.88%	100%
Male	Form 5JT	89.8%	8.13%	2.06%	100%
Male	Form 5ZCMA	89.25%	7.32%	3.43%	92.86%
Male	Form 6LJ	89.99%	6.18%	3.83%	100%


Showing 84 results  Expand table

To load the filter in future, once in the filter, click on the **Saved Filters** pull down arrow at the top and select your filter from the list displayed.

NOTE: This filter will only display for you as you saved it

Saved filters  Leave empty to use filters selected below

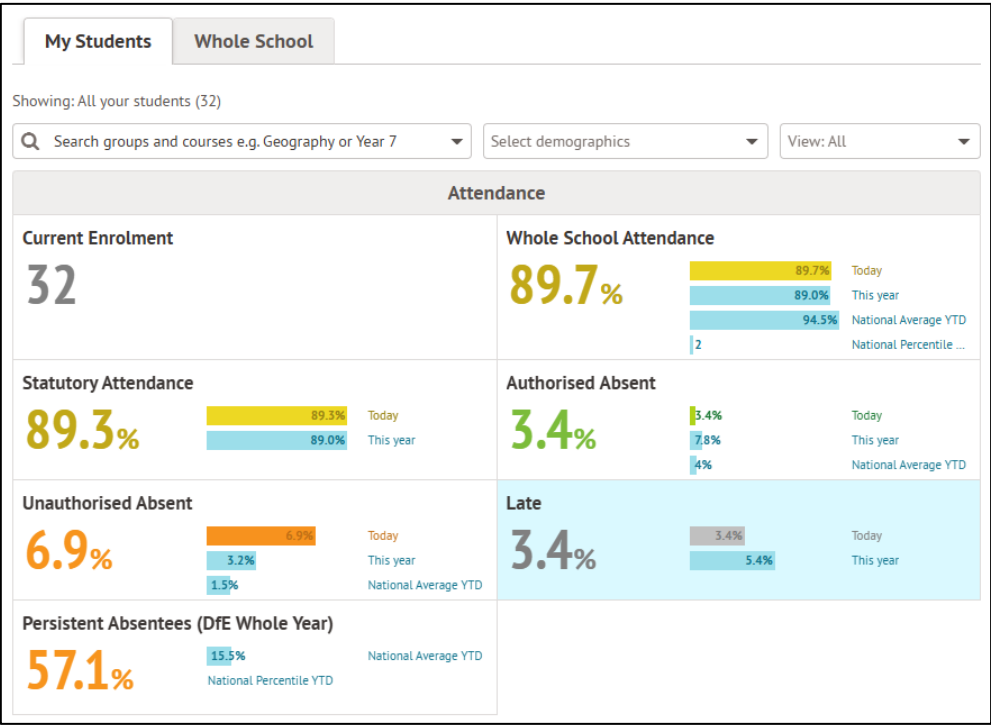
Date range  KS1 & KS2 Demographics

 KS2 Attendance % Stats

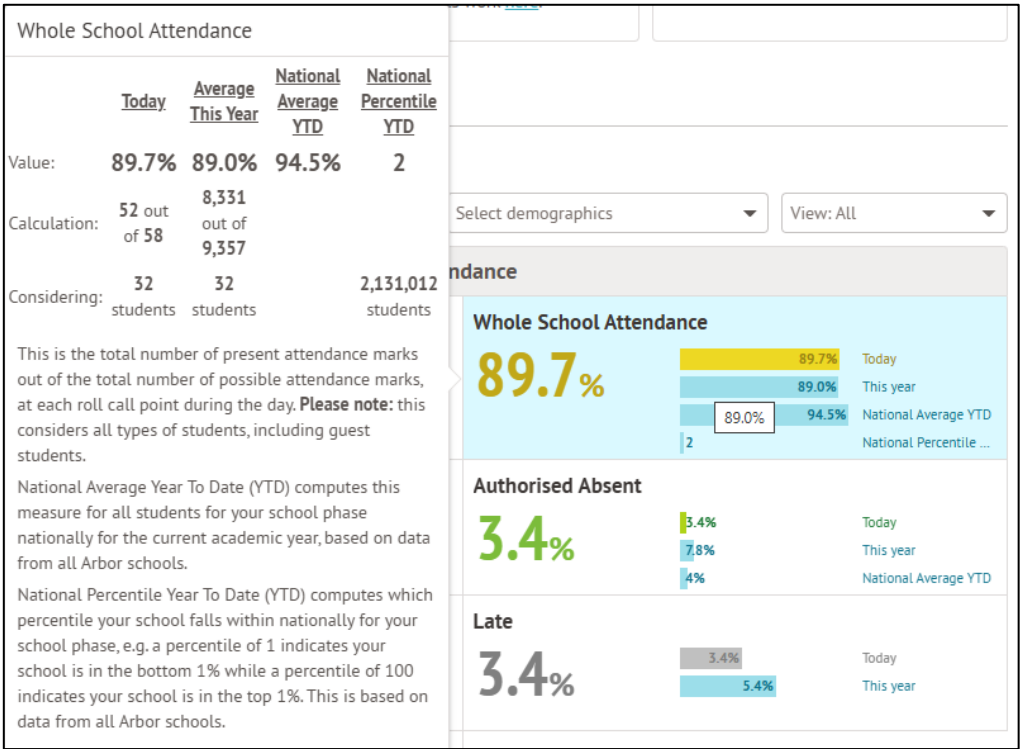
Statistics from the Dashboard

The Dashboard is displayed when you first log into Arbor

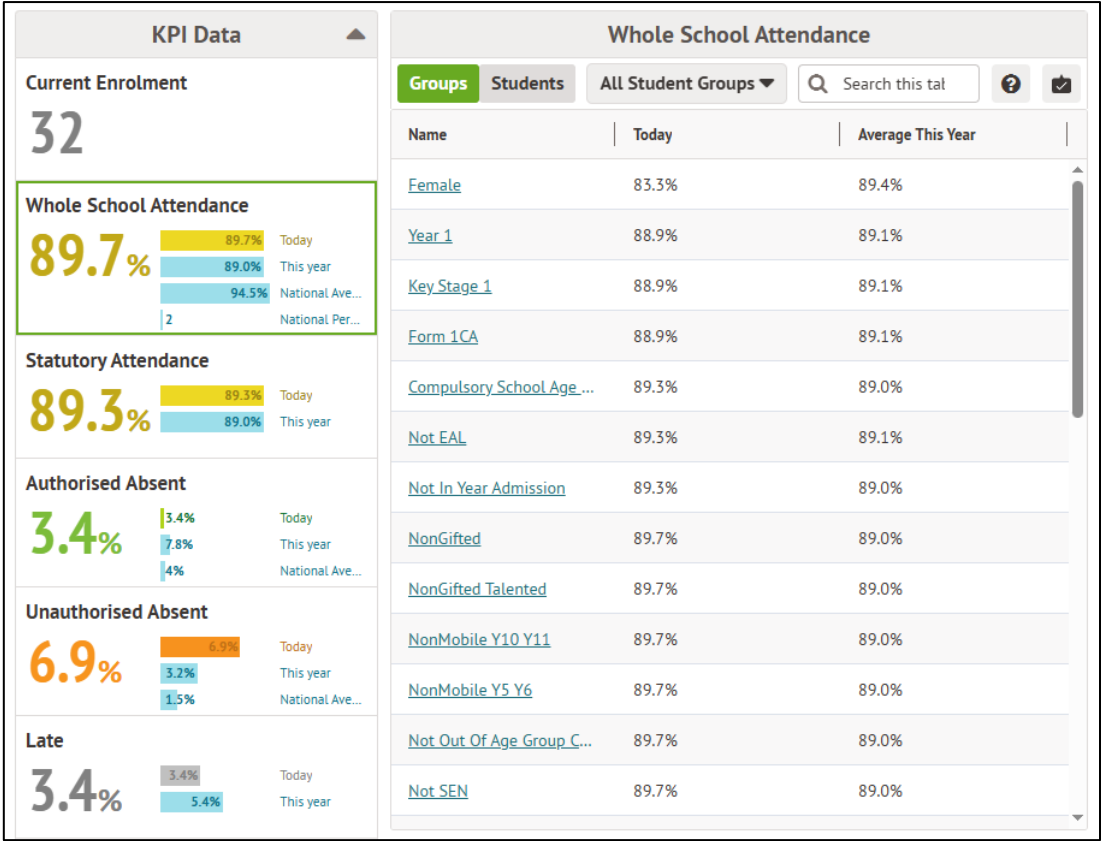
You will see your whole school statistics for Attendance from your Arbor Dashboard



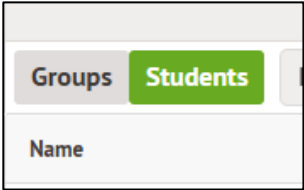
- Hover over one of the **Attendance** sections and you will see some basic info about that area



- Click into the **Attendance section** and you will be displayed with more detailed information



- Each **Group** can then be selected for further information and statistics
- You are also able to see the students that contribute to these groups and statistics. To view these, click on the **Students** tab



Attendance over Time – Whole School

Important note

If you are a Primary school, please note that for primaries we only migrate your statutory roll call attendance marks, not lesson attendance marks. As this graph only displays lesson attendance, not statutory roll call attendance, it will display 0% for any dates from before your school moved to Arbor.

Students > Attendance > Attendance Over Time



- Click on the **Filter** at the top of the page
- Select your **Dates**
- Click on the green **Save Changes** button

NOTE: You are able to view Attendance Data over several Academic Years (as shown in this example)

Attendance Settings

Start Date*

1st Sep 2023

End Date*

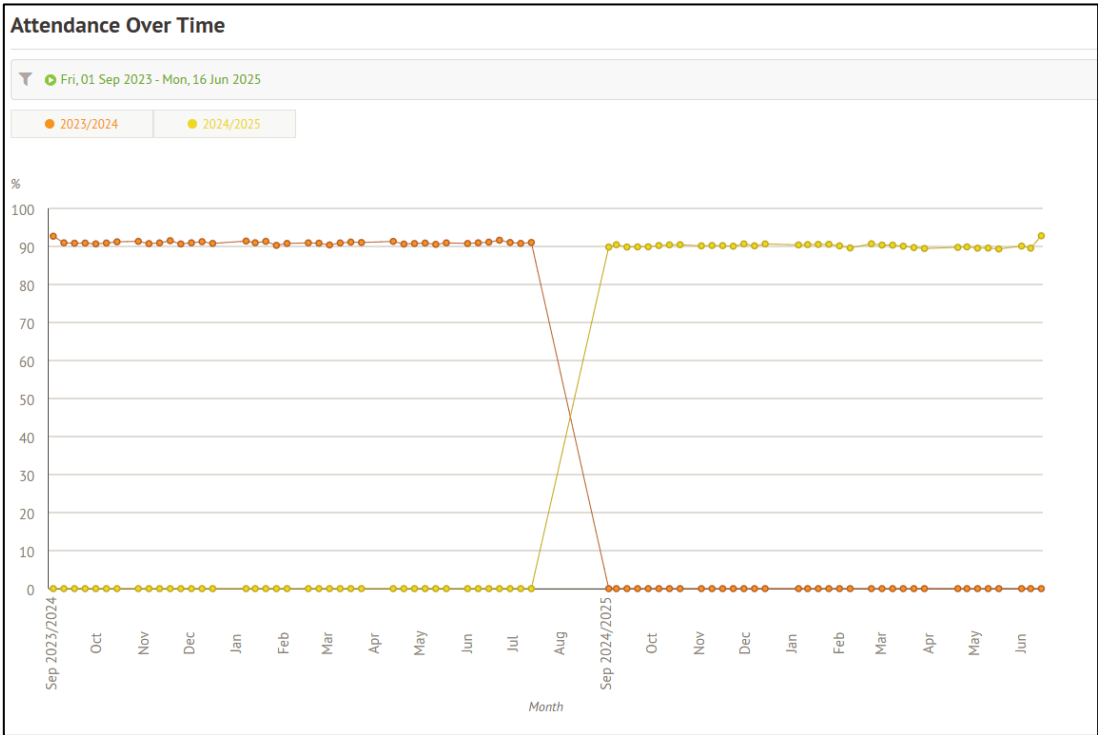
16th Jun 2025

Students in...

All students

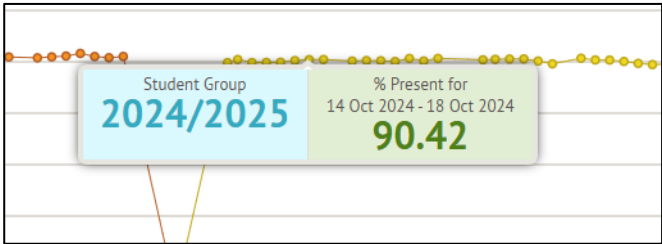
Cancel

Save Changes



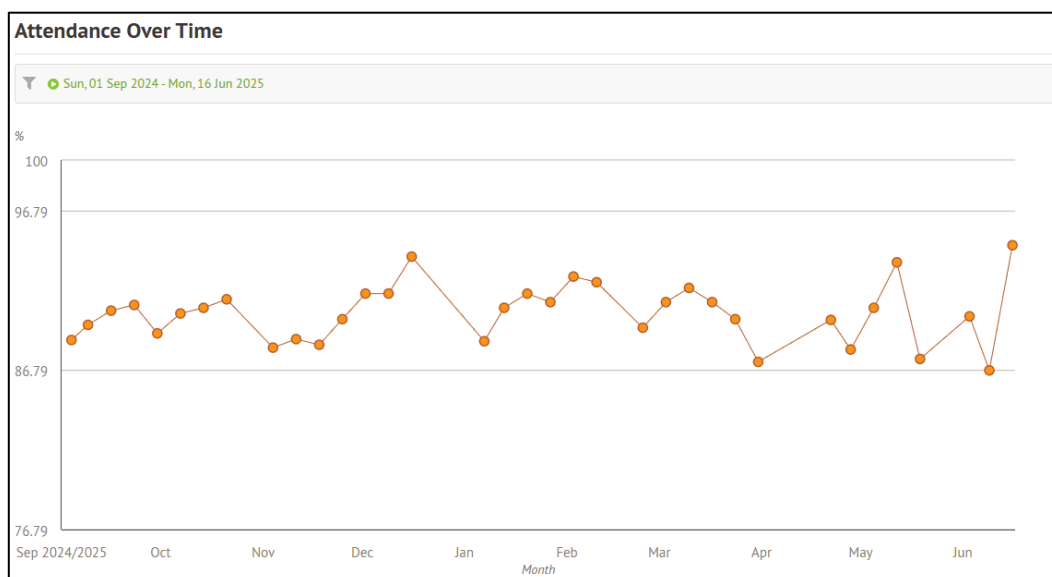
You are able to hover over each node to see basic Attendance Statistics

Click on a node to see more details about which students and their attendance



Attendance over Time – Specific Year Groups & Registration Forms

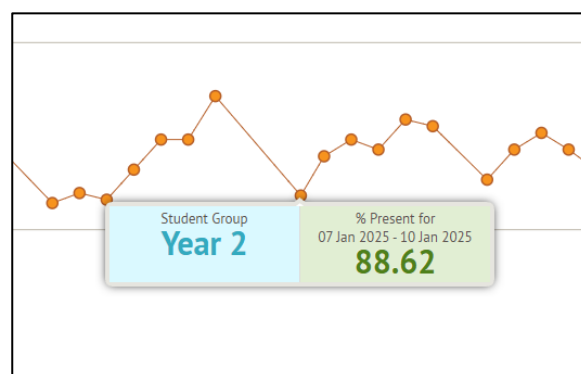
Students > Enrolment > Year Groups > Select Year Group > Attendance Over Time



In this example, we are looking at Year 2

You are able to hover over each node to see basic Attendance Statistics

Click on a node to see more details about which students and their attendance



- Click on the **Filter** at the top of the page
- Select your **Dates**
- In the **Student In box**, select the Year 2 **Registration Forms**
- Click on the green **Save Changes** button

Attendance Settings

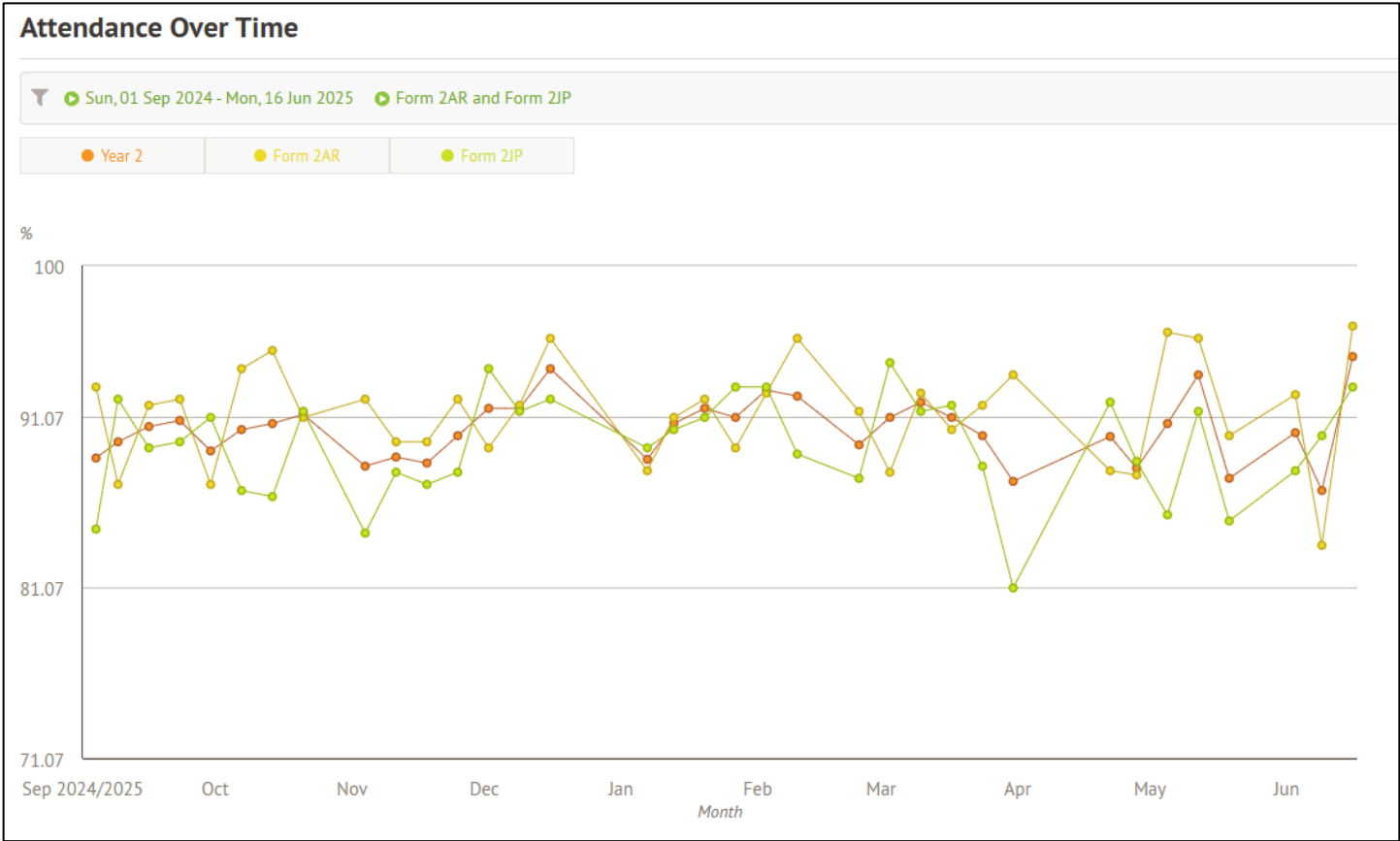
Start Date* 1st Sep 2024

End Date* 16th Jun 2025

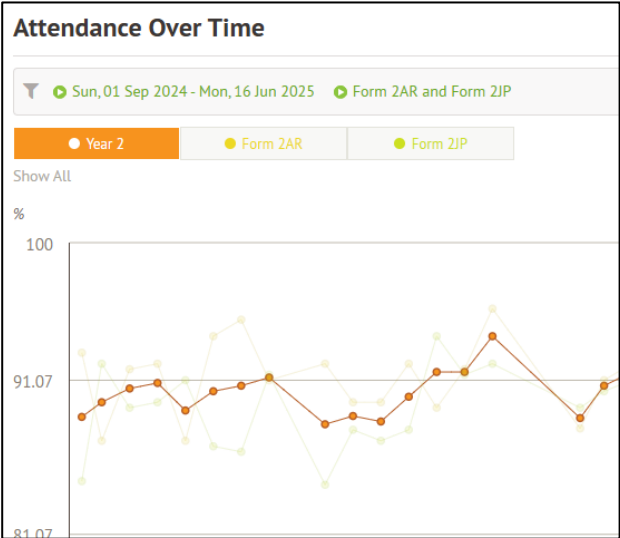
Students in... Form 2AR Form 2JP

Cancel Save Changes

You will then see the Attendance over Time for the Year 2 Group and the Registration Forms in that Year Group



- Click on the Year 2 Button to see that data show more prominently in that chart. You can do the same with the registration groups



Attendance Reports

Attendance Certificates for Students

Students > Attendance > Reports > Bulk Attendance Certificates

Bulk Attendance Certificates

Academic Year*2024/2025

Start date2nd Sep 2024

End date(End of academic year)

StudentsYear 1

Only current students☒

Show student details☒

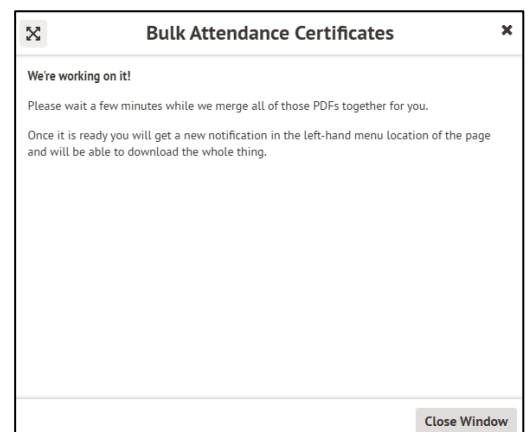
Show guardian details☒

Show notes☒

Use new format☒

Attendance Certificates

- Select your **Start Date**
- Select your **End Date**
- Select which **Students** you require (Here you are able to select Individuals, a Registration Form or Year Group or the whole school)
- Click **Only Current Students**
- Tick if you want to **Show Student Details** (optional)
- Tick if you want to **Show Guardian Details** (optional)
- Tick if you want to **Show Notes** (optional)
- Tick on **Use New Format** (see next page for formats)
- Click on the green **Attendance Certificates** button
- A message will display to inform you that Arbor is working on creating your certificates
- Click on the grey **Close Window** button
- You will be notified in the **Notifications** area when your certificates are ready. This may take a few minutes, depending on how many certificates you requested.



Attendance Certificate Formats

Old Format

Arbor ELouzao Primary School

Attendance Certificate - 02 Sep 2024 - 31 Aug 2025

Kim Bowers

w/b	Mon	Tue	Wed	Thu	Fri	Summary 02 Sep 2024 - 31 Aug 2025	Sessions	%
02 Sep 2024	#	#	#	/	/	Attendances	283	85.9%
09 Sep 2024	/	/	/	/	/	Authorised absences	32	9.7%
16 Sep 2024	/	/	/	/	/	Unauthorised absences	16	4.8%
23 Sep 2024	/	#	/	/	/	Possible attendances	331	
30 Sep 2024	/	/	/	/	/	Including		
07 Oct 2024	/	/	/	/	/	Approved educational activity	0	0.0%
14 Oct 2024	/	/	/	/	/	Late before register closes	11	3.3%
21 Oct 2024	/	/	/	/	/	Late after register closes	0	0.0%
28 Oct 2024	#	#	#	#	#	No reason given	8	2.4%
04 Nov 2024	/	/	/	/	/	Personal Details		
11 Nov 2024	/	/	/	/	/	First name	Kim	
18 Nov 2024	/	/	/	/	/	Middle name		
25 Nov 2024	/	/	/	/	/	Last name	Bowers	
02 Dec 2024	/	/	/	/	/	Chosen name	Kim Bowers	
09 Dec 2024	/	/	/	/	/	Date of Birth	31 Dec 2018	
16 Dec 2024	/	/	/	/	/	Sex	Female	
23 Dec 2024	#	#	#	#	#	Year group	Year 1	
30 Dec 2024	#	#	#	#	#	Registration form	Form 1CA	
06 Jan 2025	#	#	#	#	#	Local name	Chris Allen	
13 Jan 2025	/	/	/	/	/	Mode of transport	01 Sep 2023	
20 Jan 2025	/	/	/	/	/	Entry date	01 Sep 2023	
27 Jan 2025	/	/	/	/	/	Previous school(s)	None/Unknown	
03 Feb 2025	/	/	/	/	/	Address	9 Tunstall Court, Northcote Avenue, London, W5 3BS	
10 Feb 2025	/	/	/	/	/	Guardians	Gail Bowers, Mother (natural or adoptive)	
17 Feb 2025	#	#	#	#	#	07457 825748		
24 Feb 2025	/	/	/	/	/	Key To Attendance Codes		
03 Mar 2025	/	/	/	/	/	G	Family Holiday (Not Agreed)	
10 Mar 2025	/	/	/	/	/	I	Illness	
17 Mar 2025	/	/	/	/	/	L	Late	
24 Mar 2025	/	/	/	/	/	N	No Reason	
31 Mar 2025	/	/	/	/	/	/	Present AM	
07 Apr 2025	#	#	#	#	#	/	Present PM	
14 Apr 2025	#	#	#	#	#	-	Traveller Absence	
21 Apr 2025	#	#	#	#	#	-	No Mark Recorded	
28 Apr 2025	#	#	#	#	#	#	School Closed To Pupils	
05 May 2025	/	/	/	/	/	Attendance Notes		
12 May 2025	/	/	/	/	/	Sat, 21 Sep 2024		
19 May 2025	/	/	/	/	/	Absent with leave for exceptional circumstances (C): Kim Bowers authorised absent		
26 May 2025	#	#	#	#	#	Wed, 18 Oct 2024 - Thu, 17 Oct 2024		
02 Jun 2025	#	#	#	#	#	Traveller Absence (T): Kim Bowers travel absence		
09 Jun 2025	/	/	/	/	/	Wed, 27 Nov 2024 - Sat, 30 Nov 2024		
16 Jun 2025	G	-	-	-	-	Family Holiday (Not Agreed) (G): Kim Bowers extended family holiday (not agreed)		
23 Jun 2025	-	-	-	-	-	Fri, 13 Dec 2024 - Thu, 19 Dec 2024		
30 Jun 2025	-	-	-	-	-	Illness (I): Kim Bowers got ill		
07 Jul 2025	-	-	-	-	-	Fri, 10 Jan 2025 - Mon, 13 Jan 2025		
14 Jul 2025	-	-	-	-	-	Illness (I): Kim Bowers got ill		
21 Jul 2025	-	-	-	-	-	Wed, 05 Mar 2025 - Sun, 09 Mar 2025		
28 Jul 2025	#	#	#	#	#	Illness (I): Kim Bowers got ill		
04 Aug 2025	#	#	#	#	#	Sat, 31 May 2025 - Fri, 06 Jun 2025		
11 Aug 2025	#	#	#	#	#	Illness (I): Kim Bowers got ill		
18 Aug 2025	#	#	#	#	#	Sun, 15 Jun 2025 - Sat, 21 Jun 2025		
25 Aug 2025	#	#	#	#	#	Family Holiday (Not Agreed) (G): Kim Bowers extended family holiday (not agreed)		

New Format

Attendance Certificate

Kim Bowers (1CA)

Summary (02 Sep 2024 - 31 Aug 2025)

Attendances 283 85.9%

Authorised absences 32 9.7%

Unauthorised absences 16 4.8%

Possible attendances 331

Including

Approved educational activity 0 0.0%

Late before register closes 11 3.3%

Late after register closes 0 0.0%

No reason given 8 2.4%

w/c	Mo	Tu	We	Th	Fr	w/c	Mo	Tu	We	Th	Fr
02 Sep 2024	#	#	/	/	/	10 Mar 2025	/	/	/	/	/
09 Sep 2024	/	/	/	/	/	17 Mar 2025	/	/	/	/	/
16 Sep 2024	/	/	/	/	/	24 Mar 2025	/	L	/	/	/
23 Sep 2024	/	N	/	/	/	31 Mar 2025	/	/	/	/	/
30 Sep 2024	/	/	/	/	/	07 Apr 2025	#	#	#	#	#
07 Oct 2024	/	/	/	/	/	14 Apr 2025	#	#	#	#	#
14 Oct 2024	/	N	T	T	T	21 Apr 2025	#	N	/	/	/
21 Oct 2024	/	/	/	/	/	28 Apr 2025	-	/	/	/	/
28 Oct 2024	#	#	#	#	#	05 May 2025	/	/	/	/	/
04 Nov 2024	L	/	/	/	/	12 May 2025	/	/	/	/	/
11 Nov 2024	L	/	N	/	/	19 May 2025	/	/	/	/	/
18 Nov 2024	/	/	/	/	/	26 May 2025	#	#	#	#	#
25 Nov 2024	/	L	G	G	G	02 Jun 2025	#	I	I	I	I
02 Dec 2024	/	/	/	/	/	09 Jun 2025	/	/	/	/	/
09 Dec 2024	/	/	/	/	I	16 Jun 2025	G	-	-	-	-
16 Dec 2024	I	I	I	I	/	23 Jun 2025	-	-	-	-	-
23 Dec 2024	#	#	#	#	#	30 Jun 2025	-	-	-	-	-
30 Dec 2024	#	#	#	#	#	07 Jul 2025	-	-	-	-	-
06 Jan 2025	#	/	L	/	I	14 Jul 2025	-	-	-	-	-
13 Jan 2025	I	L	/	/	/	21 Jul 2025	-	#	#	#	#
20 Jan 2025	L	/	/	/	/	28 Jul 2025	#	#	#	#	#
27 Jan 2025	/	/	/	/	/	04 Aug 2025	#	#	#	#	#
03 Feb 2025	/	/	/	N	/	11 Aug 2025	#	#	#	#	#
10 Feb 2025	/	/	/	/	/	18 Aug 2025	#	#	#	#	#
17 Feb 2025	#	#	#	#	#	25 Aug 2025	#	#	#	#	#
24 Feb 2025	/	/	/	/	/						
03 Mar 2025	/	/	I	I	I						

Key

G Family Holiday (Not Agreed)

N No Reason

T Traveller Absence

I Illness

/ Present AM

- No Mark Recorded

L Late

/ Present PM

School Closed To Pupils

Arbor ELouzao Primary School

Arbor

Attendance Certificate

Kim Bowers (1CA)

Page 2 of 2

Notes

Date	Attendance Mark	Note
Sat, 21 Sep 2024	Absent with leave for exceptional circumstances (C)	Kim Bowers authorised absent
Wed, 16 Oct 2024 - Thu, 17 Oct 2024	Traveller Absence (T)	Kim Bowers travel absence
Wed, 27 Nov 2024 - Sat, 30 Nov 2024	Family Holiday (Not Agreed) (G)	Kim Bowers extended family holiday (not agreed)
Fri, 13 Dec 2024 - Thu, 19 Dec 2024	Illness (I)	Kim Bowers got ill
Fri, 10 Jan 2025 - Mon, 13 Jan 2025	Illness (I)	Kim Bowers got ill
Wed, 05 Mar 2025 - Sun, 09 Mar 2025	Illness (I)	Kim Bowers got ill
Sat, 31 May 2025 - Fri, 06 Jun 2025	Illness (I)	Kim Bowers got ill
Sun, 15 Jun 2025 - Sat, 21 Jun 2025	Family Holiday (Not Agreed) (G)	Kim Bowers extended family holiday (not agreed)

Personal information

First name

Kim

Address

9 Tunstall Court, Northcote Avenue, London, W5 3BS

Entry date

01 Sep 2023

Middle name

Year group

Year 1

Last name

Bowers

Mode of Transport

Registration form

Form 1CA

Chosen name

Kim Bowers

Previous school(s)

None/Unknown

Tutor(s)

Chris Allen

Date of birth

31 Dec 2018

Sex

Female

Parents & Guardians

Name

Miss Gail Bowers

Relationship to student

Mother (natural or adoptive)

Telephone

07457 825748

Export Statutory Marks Report

Export Statutory Marks Report


Start date*

2nd Sep 2024



End date*

13th Jun 2025



Include ethnicity


☒

Include FSM eligibility

☒

Include SEN status

☒

 Statutory Marks Report

- Select your **Start Date**
- Select your **End Date**
- Tick if you want to **Include Ethnicity** (optional)
- Tick if you want to **Include FSM Eligibility** (optional)
- Tick if you want to **Include SEN Status** (optional)
- Click on the green **Statutory Marks Report** button

- 1
Notifications

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Paste | Cut | Copy | Format Painter

Clipboard

Calibri | 11 | A^A

B I U | [Grid Icons] | [Color Picker]

Font

[List Bullets] | [Numbered List] | [Decrease Indent] | Merge & Center

Alignment

General | [Percentage Icon] | [Increase Decimal] | [Decrease Decimal]

Number

Conditional Formatting | Format as Table

Normal | Bad | Good | Neutral

Styles

Insert | Delete | Format

Cells

AutoSum | Fill | Clear | Sort & Filter | Find & Select

Editing

A1 : [X] [Y] [Z] First Name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	First Name	Last Name	Sex	Reg Form	Year Group	Ethnicity	FSM (as of 13 Jun 2025)	SEN Status (as of 13 Jun 2025)	Statistical Possible	Total Absences	Total Absences %	Unauthorised Absences	Unauthorised Absences %	Authorised Absences	Authorised Absences %	Present	Present %
1	Arden	Adams	Female	Form REKC	Reception	White - British	No	No	329	44	13.4%	42	12.8%	2	0.61%	285	86.6%
2	Emily	Adams	Female	Form 6SC	Year 6	White - British	Yes	Yes	329	31	9.4%	21	6.4%	10	3.0%	298	90.6%
3	Hetan	Aggarwal	Male	Form 2JP	Year 2	Indian	No	No	329	32	9.7%	21	6.4%	11	3.3%	297	90.3%
4	Sally	Allen	Female	Form 2AR	Year 2	White - British	No	No	329	32	9.7%	2	0.61%	30	9.1%	297	90.3%
5	Zach	Allen	Male	Form 2JP	Year 2	Other Mixed Background	Yes	No	329	28	8.5%	2	0.30%	27	8.2%	301	91.5%
6	Lazar	Allery	Male	Form 4SM	Year 4		Yes	No	329	26	7.9%	12	3.6%	14	4.3%	303	92.1%
7	Keeley	Anderson	Female	Form 6SC	Year 6	White - British	Yes	No	329	46	14.0%	36	10.9%	10	3.0%	283	86.0%
8	Wanda	Anderson	Female	Form 1LM	Year 1		No	No	329	37	11.2%	5	1.5%	32	9.7%	292	88.8%
9	Brandon	Badsey	Male	Form 4SM	Year 4		No	No	329	22	6.7%	12	3.6%	10	3.0%	307	93.3%
10	Adam	Bailey	Male	Form 5ZCMA	Year 5	Refused	No	No	329	56	17.0%	2	0.61%	54	16.4%	273	83.0%
11	Nikki	Bailey	Female	Form 6SC	Year 6	White - British	No	No	329	21	6.4%	19	5.8%	2	0.61%	308	93.6%
12	Amber	Baker	Female	Form 3AM	Year 3	White European	Yes	No	329	28	8.5%	5	1.5%	23	7.0%	301	91.5%
13	Craig	Baker	Male	Form 2JP	Year 2	Other Mixed Background	No	No	329	57	17.3%	21	6.4%	36	10.9%	272	82.7%
14	Sophia	Baker	Female	Form 2AR	Year 2	Pakistani	No	No	329	10	3.0%	4	1.2%	6	1.8%	319	97.0%
15	Damian	Barnett	Male	Form 1LM	Year 1		No	No	329	18	5.5%	2	0.61%	16	4.9%	311	94.5%
16	Supriya	Basu	Female	Form 5ZCMA	Year 4	Indian	No	No	329	65	19.8%	1	0.30%	64	19.5%	264	80.2%
17	Binod	Beharry	Male	Form 2JP	Year 2	Indian	No	No	329	21	6.4%	1	0.30%	20	6.1%	308	93.6%
18	Alice	Bell	Female	Form 3ER	Year 3	White - British	No	No	329	34	10.3%	6	1.8%	28	8.5%	295	89.7%
19	Archib	Bell	Male	Form 3AM	Year 3	Pakistani	No	No	329	37	11.2%	16	4.9%	21	6.4%	292	88.8%
20	Elliott	Bell	Male	Form 3AM	Year 3	White - British	No	No	329	36	10.9%	12	3.6%	24	7.3%	293	89.1%
21	Roxanne	Bell	Female	Form 3ER	Year 3	White European	No	No	329	15	4.6%	1	0.30%	14	4.3%	314	95.4%
22	Vi	Benjafield	Female	Form 4CA	Year 4		Yes	No	329	23	7.0%	3	0.91%	20	6.1%	306	93.0%
23	Jake	Bennett	Male	Form 6SC	Year 6	Chinese	No	No	329	28	8.5%	4	1.2%	24	7.3%	301	91.5%

Students > Attendance > Reports > Weekly Printable Register by Registration Form

Weekly Printable Register by Registration Form

Date range(s)*

Mon, 16 Jun 2025 - Fri, 20 Jun 2025

Registration forms

Form 2AR

 Weekly Printable Register

- Select your **Date Range(s)**
- Select your **Registration Forms** (you are able to select multiple)
- Click on the green **Weekly Printable Register** button
- The report will open in PDF format (as shown here)

Produced on: 16 Jun 2025 Page 1 of 1

Weekly Register

Registration Form: Form 2AR

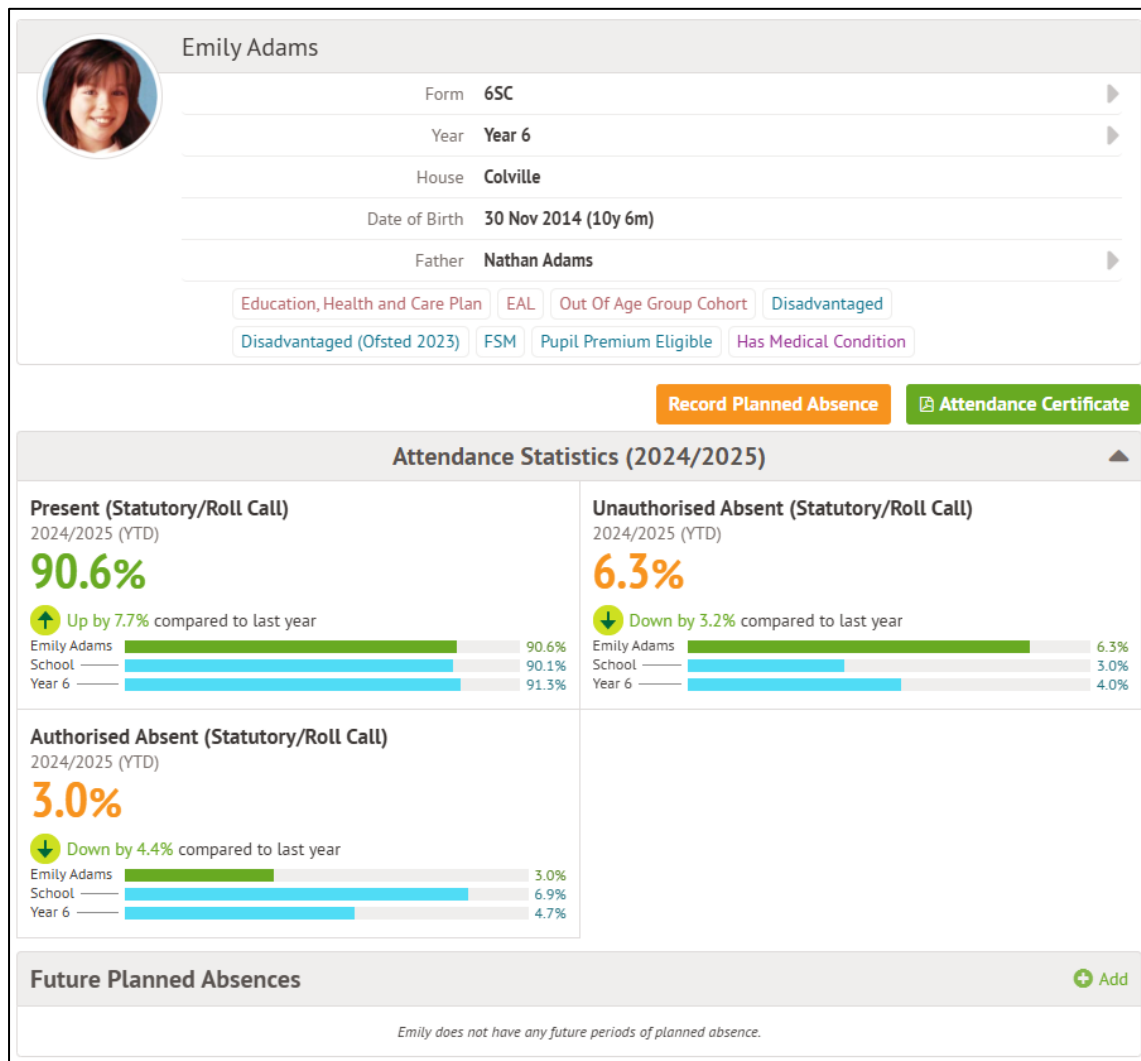
Tutor(s)	Students				
Alice Russell	28				
Student	16 Jun 2025	17 Jun 2025	18 Jun 2025	19 Jun 2025	20 Jun 2025
Allen, Sally	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Baker, Sophia	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Carter, Natalie	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Clark, Thomas	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Ellis, Isaac	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Fox, Patrick	L \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Hill, Kirsty	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Hill, Mandy	/ L	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Hughes, Kirsty	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Hunt, Jasmine	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Jackson, Jasmine	S S	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Johnson, Lee	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Johnson, Wayne	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Kennedy, Emily	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Lloyd, Aiden	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Matthews, Megan	I I	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Mitchell, Jane	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Morris, Wendy	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Murray, Millie	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Patel, Grace	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Price, Scott	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Richards, Danielle	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rogers, Dan	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rogers, Joel	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Saunders, Philip	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Taylor, Jeremy	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Turner, Jennifer	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
White, Arthur	/ \	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Student Profile - Attendance

Dashboard

Students > All Students > Browse Students > Select Student > Attendance > Dashboard

When you search for your student and then go into the Attendance and then Dashboard on the LEFT, you will be presented with the student Attendance data (as shown below)



This dashboard is made up of a number of KPIs (Key Performance Indicators) that display statistics on a student's Present %, Unauthorised Absent % and Authorised Absent %. You will also see comparisons made against the whole school and their Year group. This allows you see how this student has performed against their peers.

From this screen you are also able to record a **Planned Absence** and print out their **Attendance Certificate**

Record Planned Absence

Attendance Certificate

Students > All Students > Browse Students > Select Student > Attendance > Statistics

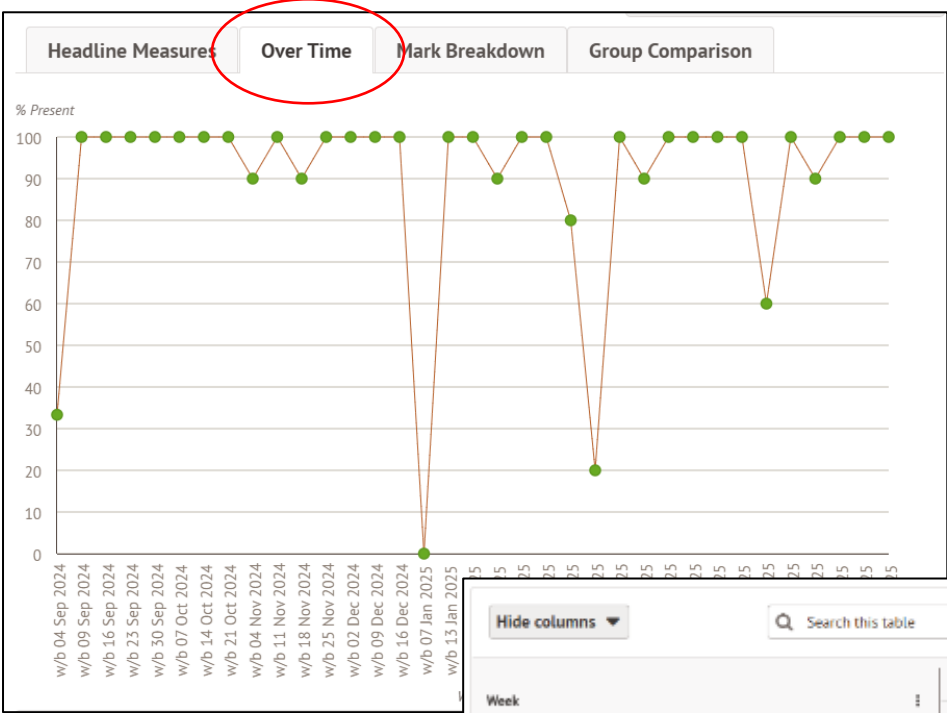
The statistics table includes a number of tabs that show different attendance data format. The default table displays key attendance measures including percentage presence and absent statistics.

Headline MeasuresOver TimeMark BreakdownGroup Comparison

Hide columnsSearch this tableDownload

Measure	Statutory/Roll Call		Lesson by Lesson	
	Sessions	%	Lessons	%
Present (Statistical)	300	90.6%	300	90.6%
- Of Which Late	16	5.3%	16	5.3%
Authorised Absent	10	3%	10	3%
Unauthorised Absent	21	6.3%	21	6.3%
- Of Which Late	0	0%	0	0%
Approved Educational ...	0	0%	0	0%
Possible Marks	331		331	

Showing 7 results

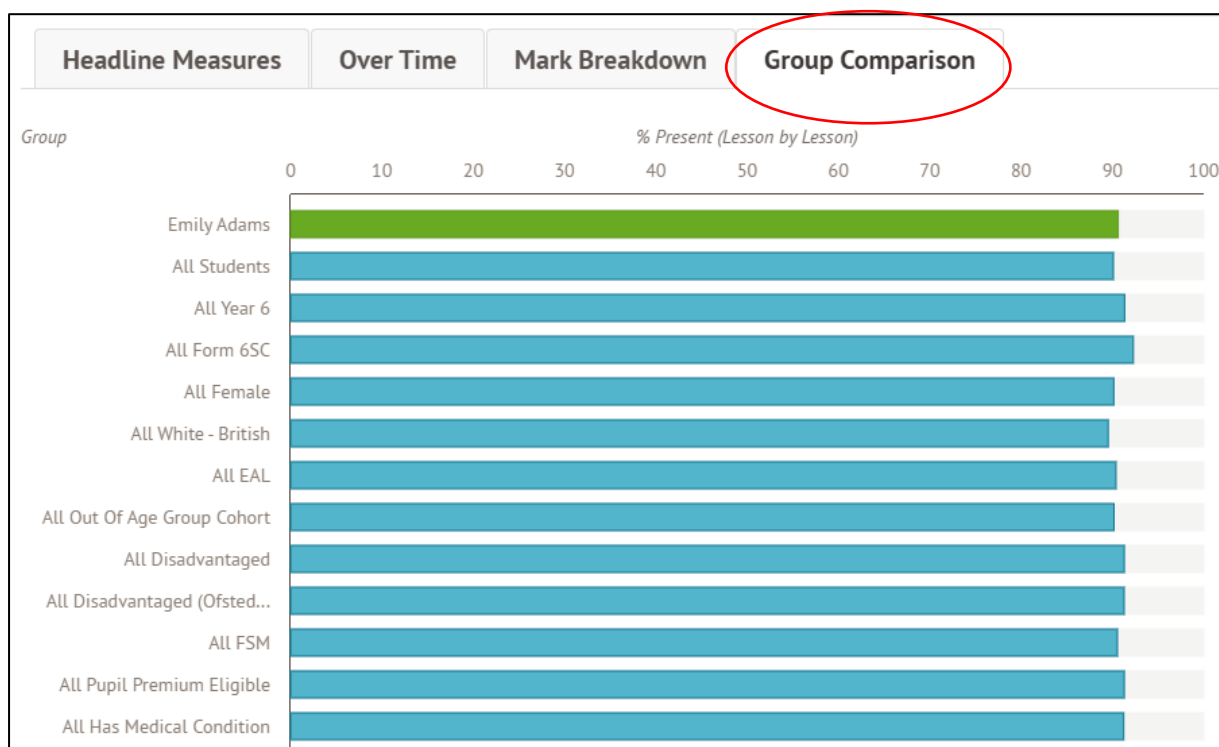


Hide columnsSearch this tableDownload

Week	Lesson
	%
04 Sep 2024 - 06 Sep 2024	33.3%
09 Sep 2024 - 13 Sep 2024	100%
16 Sep 2024 - 20 Sep 2024	100%
23 Sep 2024 - 27 Sep 2024	100%
30 Sep 2024 - 04 Oct 2024	100%
07 Oct 2024 - 11 Oct 2024	100%
14 Oct 2024 - 18 Oct 2024	100%
21 Oct 2024 - 25 Oct 2024	100%
04 Nov 2024 - 08 Nov 2024	90%
11 Nov 2024 - 15 Nov 2024	100%
18 Nov 2024 - 22 Nov 2024	90%

Showing 35 resultsExpand table

Headline Measures		Over Time		Mark Breakdown	Group Comparison	
Hide columns ▼		Search this table		Download ▼		
Mark		Statutory/Roll Call		Lesson by Lesson		
		Sessions	%	Lessons	%	
Present		300	90.6%	300	90.6%	
- Present AM (/)		143	43.2%	0	0%	
- Present PM (\)		141	42.6%	0	0%	
- Late (L)		16	4.8%	0	0%	
- Present (/)		0	0%	284	85.8%	
Authorised Absent		10	3%	10	3%	
- Illness (I)		10	3%	0	0%	
Unauthorised Absent		21	6.3%	21	6.3%	
- Family Holiday (Not A...		16	4.8%	0	0%	
- No Reason (N)		5	1.5%	0	0%	
Approved Educational ...		0	0%	0	0%	
Other		0	0%	0	0%	



Audit History

Students > All Students > Browse Students > Select Student > Attendance > Audit History

This report shows who recorded the attendance mark, who changed it and when that change happened. It will not tell you where that change was made.

Hide columns ▼		Search this table		Download ▼					
Date ↓	Event	Previous Mark	New Mark	Changed On	Changed By				
Mon, 16 Jun 2025, 12:...	Year 6: Form 6SC		Present (/)	16 Jun 2025, 12:39	Arbor Admin				
Mon, 16 Jun 2025, 12:...	Year 6: Form 6SC	Present (/)	Illness (I)	16 Jun 2025, 22:05	Eva Louzao				
Mon, 16 Jun 2025, 08:...	Year 6: Form 6SC		Present (/)	16 Jun 2025, 08:39	Arbor Admin				
Fri, 13 Jun 2025, 12:45	Year 6: Form 6SC		Present (/)	13 Jun 2025, 12:39	Arbor Admin				
Fri, 13 Jun 2025, 08:45	Year 6: Form 6SC		Present (/)	13 Jun 2025, 08:39	Arbor Admin				
Thu, 12 Jun 2025, 12:45	Year 6: Form 6SC		Present (/)	12 Jun 2025, 12:39	Arbor Admin				
Thu, 12 Jun 2025, 08:45	Year 6: Form 6SC		Present (/)	12 Jun 2025, 08:39	Arbor Admin				
Wed, 11 Jun 2025, 12:...	Year 6: Form 6SC		Present (/)	11 Jun 2025, 12:39	Arbor Admin				
Wed, 11 Jun 2025, 08:...	Year 6: Form 6SC		Present (/)	11 Jun 2025, 08:39	Arbor Admin				
Tue, 10 Jun 2025, 12:45	Year 6: Form 6SC		Late (L)	10 Jun 2025, 12:39	Arbor Admin				
Tue, 10 Jun 2025, 08:45	Year 6: Form 6SC		Present (/)	10 Jun 2025, 08:39	Arbor Admin				
Mon, 09 Jun 2025, 12:...	Year 6: Form 6SC		Present (/)	09 Jun 2025, 12:41	Arbor Admin				
Mon, 09 Jun 2025, 08:...	Year 6: Form 6SC		Present (/)	09 Jun 2025, 08:39	Arbor Admin				
Showing 336 results						Expand table			

You can use this page to get back a mark that has been deleted, fill in a missing mark or change an incorrect mark.

To change a mark,

- Click on the **Mark**
- Click on the orange **Edit** button
- **Change the Mark**
- Click on the green **Save Changes** button
- Click on the green **Yes, continue** button

Marks (By Date)

Students > All Students > Browse Students > Select Student > Attendance > Marks (By Date)

This area allows you to see all the Attendance marks recorded for this student in one place for every day since they started

Lesson by Lesson

Statutory/Roll Call

Statutory attendance by date: 01 Sep 2024 - 31 Aug 2025

Hide columns

Search this table

Download

Date	AM	PM
Mon, 16th Jun 2025		
Fri, 13th Jun 2025		
Thu, 12th Jun 2025		
Wed, 11th Jun 2025		
Tue, 10th Jun 2025		
Mon, 9th Jun 2025		
Fri, 6th Jun 2025		
Thu, 5th Jun 2025		
Wed, 4th Jun 2025		
Tue, 3rd Jun 2025		
Fri, 23rd May 2025		
Thu, 22nd May 2025		
Wed, 21st May 2025		

Showing 166 results

Expand table

You can use this page to get back a mark that has been deleted, fill in a missing mark or change an incorrect mark.

To change a mark,

- Click on the **Mark**
- Click on the orange **Edit** button
- **Change the Mark**
- Click on the green **Save Changes** button
- Click on the green **Yes, continue** button

NOTE: Any changes made here will also be recorded in the Audit History area


Planned Absences & Notes

Students > All Students > Browse Students > Select Student > Attendance > Planned Absences & Notes

This area allows you see all past planned absences or notes since the student has been at your school. Along the top you will see all the academic years and within each tab are listed the planned absences.

« Back		Planned Absences & Absence Notes ⓘ				
<		2024/2025	2023/2024	2022/2023	2021/2022	2020/2021 2019/2020 >
Planned Absences & Absence Notes in 2024/2025		+ Add				
Family Holiday (Not Agreed) (G)	Tue, 27 Aug 2024, 00:00 - Tue, 03 Sep 2024, 00:00 Emily Adams extended family holiday (not agreed)					▶
Family Holiday (Not Agreed) (G)	Tue, 03 Sep 2024, 00:00 - Fri, 06 Sep 2024, 00:00 Emily Adams extended family holiday (not agreed)					▶
Study Leave (S)	Sun, 29 Dec 2024, 00:00 - Thu, 02 Jan 2025, 00:00 Emily Adams study leave					▶
Family Holiday (Not Agreed) (G)	Sat, 04 Jan 2025, 00:00 - Sat, 11 Jan 2025, 00:00 Emily Adams extended family holiday (not agreed)					▶
Illness (I)	Fri, 28 Feb 2025, 00:00 - Fri, 07 Mar 2025, 00:00 Emily Adams got ill					▶
Family Holiday (Not Agreed) (G)	Wed, 07 May 2025, 00:00 - Fri, 09 May 2025, 00:00 Emily Adams extended family holiday (not agreed)					▶

To add a planned absence:

- Click on the green  **Add** button
- Select your **Start, End dates and times**
- Select your **Pre-fill mark**
- Add any **Notes** if required
- **Pin** this to the top of the students profile for information (this will disappear after the planned absence has expired)
- Click on the green **Record Planned Absence** button

Record Planned Absence

Start date and time	08:45	25th Jun 2025	📅
End date and time	15:15	27th Jun 2025	📅
Student	Emily Adams		
Pre-fill mark ⓘ	Medical/Dental Appointments (M) ⓧ ▼		
Approved by staff	Eva Louzao ⓧ ▼		
Approved date	16th Jun 2025 📅		
Notes	<div>Emily will be going into hospital for a small operation</div>		
<input checked="" type="checkbox"/> 📌 Pin this to the top of the student profile (until the end of the absence)			
🔄 Set absence to repeat ▼			
Attachments ▶			
<div>📶</div>			
Cancel		Record Planned Absence	

Follow-Up History

Students > All Students > Browse Students > Select Student > Attendance > Follow-Up History

You can review all attendance register follow-up messages that are linked with a particular student.

This page lists all registers that have had a follow-up message corresponding to them, as per the table shown below. This table is downloadable to a number of different formats, by clicking on the Download drop-down menu.

« Back

Attendance Follow-Up History

Bulk action

Hide columns

Search this table

Download

Regarding Attendance On	Recipients	Sent By	Recipient Email/Number
Mon, 06 Sep 2021	Logan Allen	SMS	07700 900672
Mon, 06 Sep 2021	Natasha Allen	SMS	07700 900038
Wed, 07 Sep 2022	Logan Allen (logan.allen@arbor-mail.com)	Email	logan.allen@arbor-mail.com
Wed, 07 Sep 2022	Natasha Allen (natasha.allen@arbor-mai...	Email	natasha.allen@arbor-mail.com
Showing 4 results			

Previous Schools

Students > All Students > Browse Students > Select Student > Attendance > Previous Schools

Here you can see a student's past institution information if it has been imported from a previous MIS or from CTFs.

NOTE: As this data is for reference only, is not editable, and does not contribute towards attendance calculations.