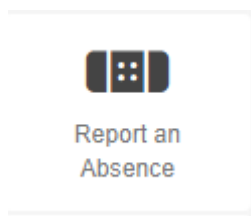# PETROC

Learners - How to Report an Absence

Attendance is directly linked to achievement; it is important that you attend all your lessons to increase your chance of success.

ALL absences must be reported before the time of the lessons that will be missed (where possible).
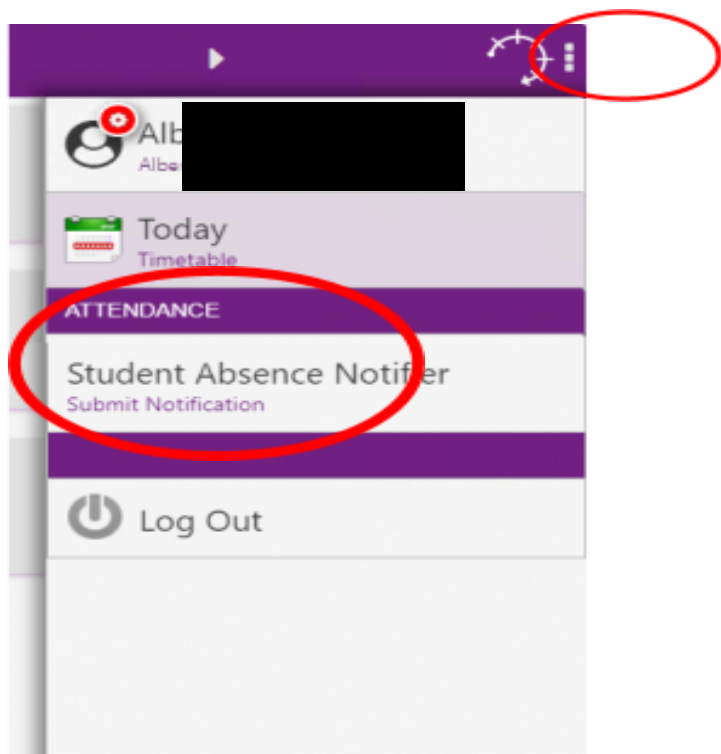
Login into myPetroc

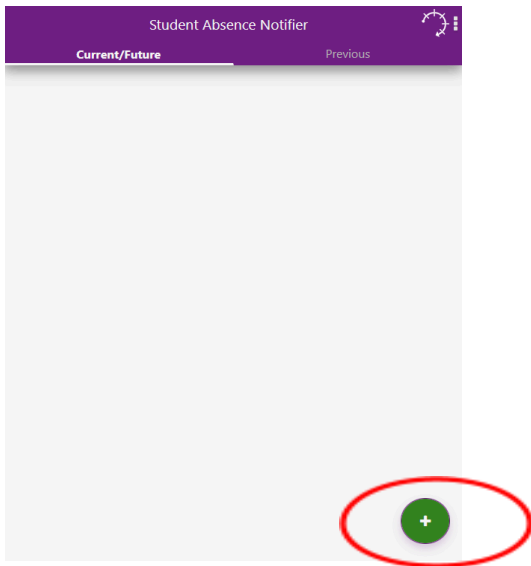From the dashboard click on:

Report an Absence

The link will take you through to

Student Absence Notifier

Click on the menu button in the top right-hand corner and then click on Student Absence Notifier under Attendance.

Click on the (bottom right of the screen) and this will open a New Notification Page:

Enter the following information (Clicking into any field will display a date or time selector):

Start Date and Start Time

The date and time from when the period of absence starts

End Date and End Time

The date and time from when the period of absence ends,

Give the reason for your absence from the drop-down list of reasons to select from or type in the free format text box and give your reason, if it does not fall into one of those categories.

REMEMBER TO CLICK SAVE

Your confirmed absence will then display under Current/Future Tab until after the absence duration.
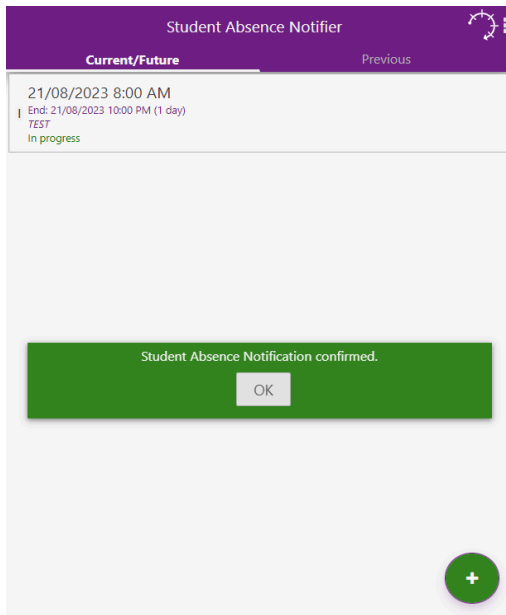
Categories for Reasons for Absence
- Physical Health Issues
- Medical or Agency Appointment
- Mental Health Issues
- Bereavement
- Childcare Issues
- Driving / Theory Test
- Caring at Home Responsibilities
- Transport Issues
- Religious Holiday
- College Representatives Meeting
- Moving House/ Related to Accommodation
- Other (free format text) please type the reason

If you are unable to log your absence online, please ring the Student Absence Line Number on **01271 852441** and speak to a member of the team.

The telephone number for the student absence line number can be found on the back of your ID Card.

If the line is busy or your call is out of college hours, there is an answer machine message 24 hours a day (including weekends) available for you to leave your details, please follow the instructions on the message.

Please ensure you speak clearly and provide the necessary information, as unclear answer phone messages may result in unlogged absences.

Holiday in term time

Please try to avoid booking holidays during term time and discuss any planned holiday with your tutor first, to arrange how your missed college work can be completed.

You will receive an absent type of mark on your attendance record which will affect your overall attendance percentage for the academic year, even if it has been recorded as an informed absence.

If you have any queries on absence reporting, please contact either the Registers & Rooming Team or discuss with your tutor.