

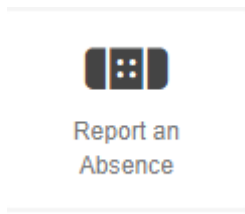
# Learners - How To Report An Absence

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

ALL absences should be reported before the time of the lessons that will be missed (where possible).

## Login into myPetroc

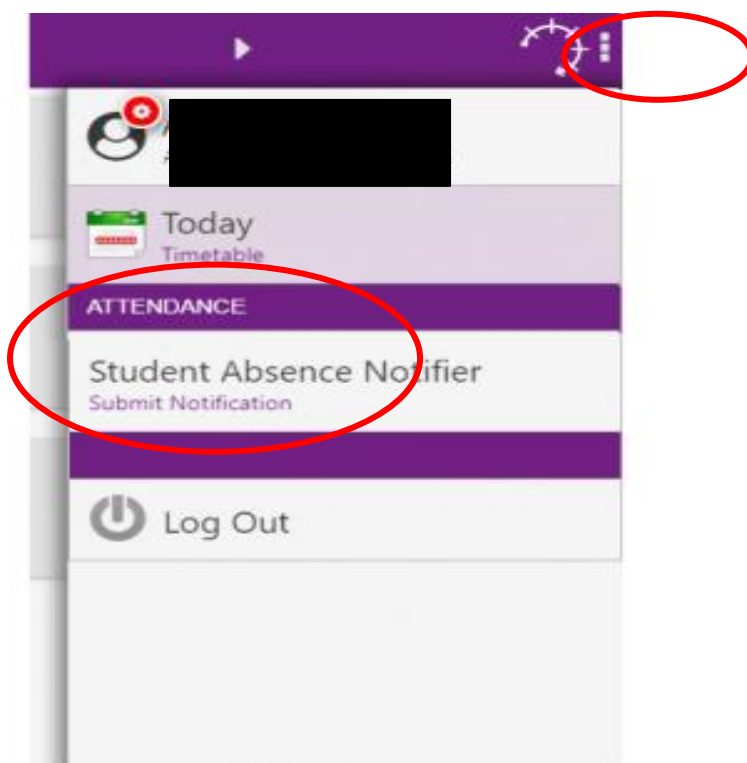
From the dashboard click on:




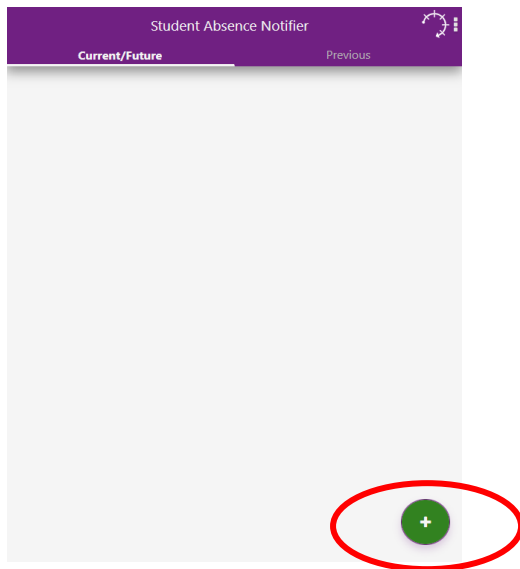
The link will take you through to

## 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

A screenshot of the "New Notification" screen in the "Student Absence Notifier" app. The screen has a purple header bar with a back arrow and a refresh icon. Below the header is a dropdown menu labeled "Student Absence Notifier Rules". There are five input fields: "Start Date:" with the value "Mon Aug 21, 2023", "Start Time:" with the value "8:00 AM", "End Date:" with the value "Mon Aug 21, 2023", "End Time:" with the value "10:00 PM", and "Reason:" with an empty text box. At the bottom of the screen, there is a green bar with a white "Save" button, which is circled in red.

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

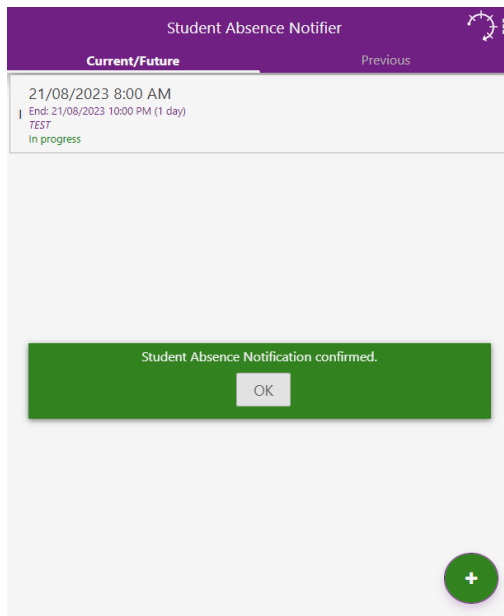
**End Date and End Time**

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 doesn't fall into one of those reasons

**REMEMBER TO CLICK SAVE**

Your confirmed absence will then display under Current / Future Tab until after the absence duration. A note will also go through to registers, informing tutors of your reason for absence.



### Categories for Reasons for Absence

Bereavement  
Caring at Home Responsibilities  
Childcare Issues  
College Representatives Meeting  
Driving / Theory Test  
Medical / Dental Appointment  
Mental Health Issues  
Moving House/ Related to Accommodation  
Unwell  
Religious Holiday  
Transport Issues  
Other (free format text) please type the reason

### Holiday in term time

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

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