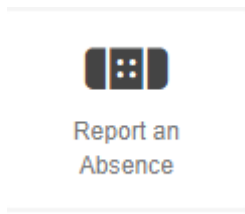# Learners - How To Report An Absence

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).
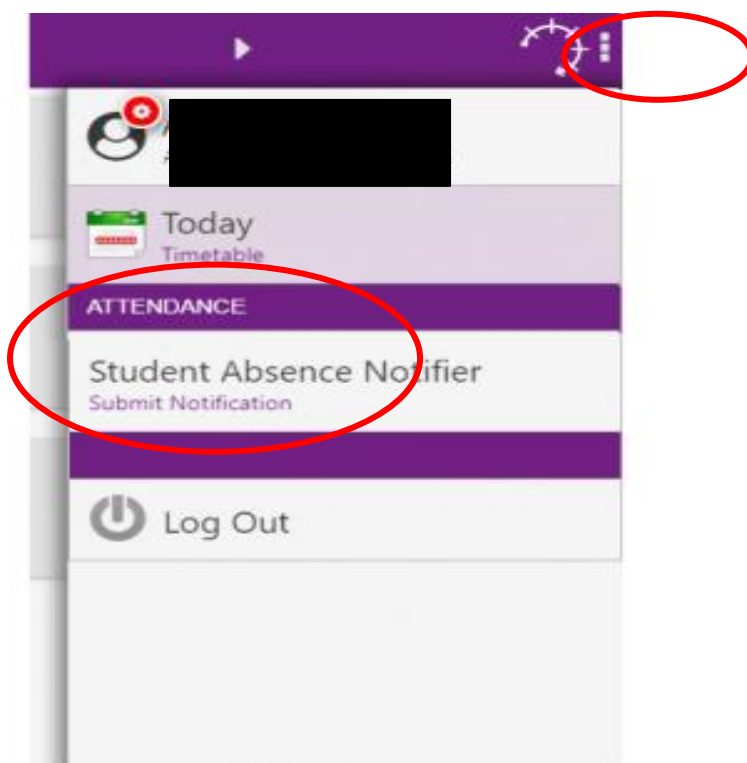
Login into myPetroc
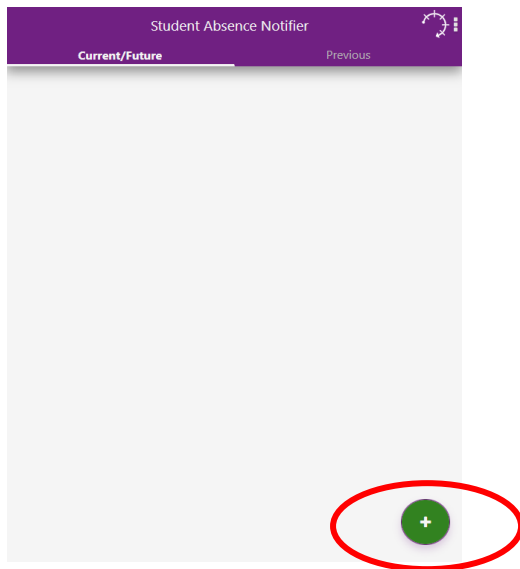From the dashboard click on:

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

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

Start Date and Start Time

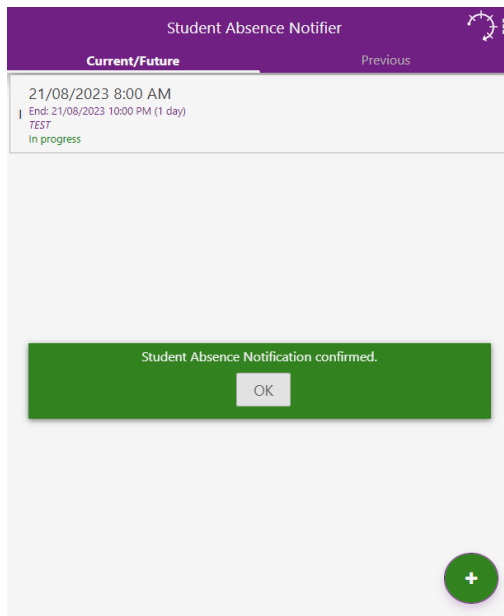The date and time from when the period of absence starts

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 Accomodation

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.