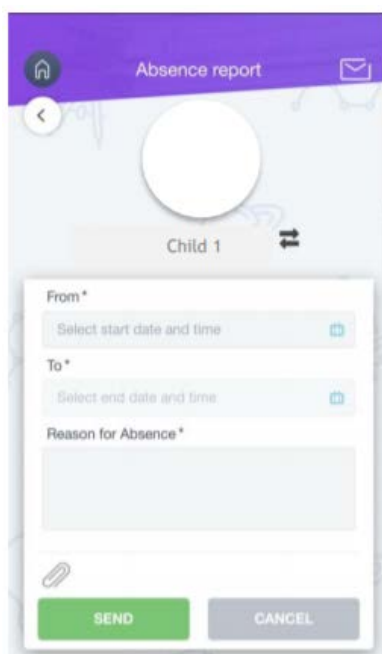
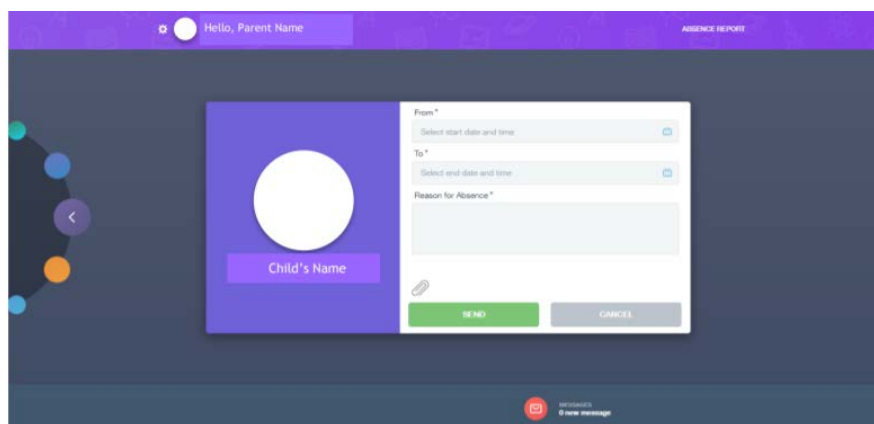
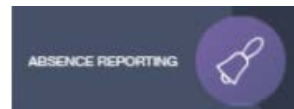


## Parent How-to-Guide: Absence Reporting

The 'Absence Reporting' area of EduLink One enables a parent to report their child is absent from school each day due to illness.



If your child is absent from school due to illness, please notify the school before 8:30am using the 'Absence Reporting' function in EduLink One.

Please notify the school if your child is unwell on each day of their absence. The date, hour and minute needs to be selected for the start and the end of the absence period. A full reason should be provided for the absence and the details submitted to the school by clicking the 'Send' button.

Should evidence supporting an absence be required, this can be attached using the paperclip symbol. In the App, a parent can switch between their children using the ⇄ symbol.

If you require further support, please email [office@ocklynge.co.uk](mailto:office@ocklynge.co.uk) or access the user guides on our website.