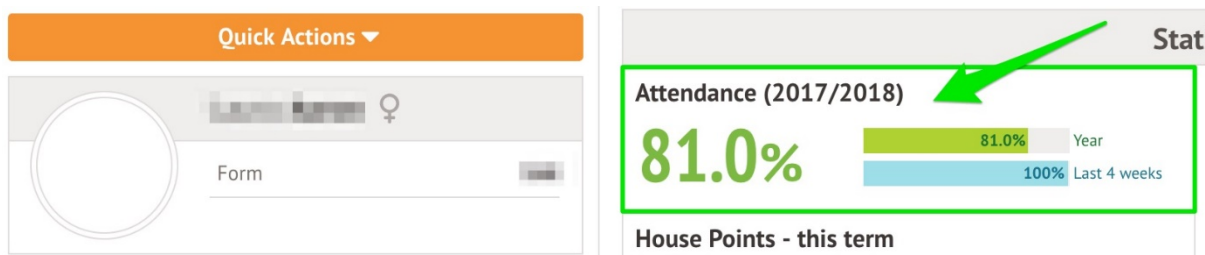


Attendance on the Parent Portal

Summary

The **Attendance Summary** page will load a breakdown of the student's attendance for the current academic year.

To access the Attendance Summary on the Parent Portal, click on the **Attendance** tile from your dashboard



The Attendance Summary is split into two sections:

The **Statistics** Section will show both the number of sessions and percentage the student has for each mark.

Statistics for Academic Year 2017/2018	
Possible sessions	42
Present	34 sessions (80.95%)
Late	0 sessions (0.00%)
Authorised absent	8 sessions (19.05%)
Unauthorised absent	0 sessions (0.00%)

Possible Attendance: This number shows the total amount of sessions (registers) the student should attend for the current academic year.

Present: This section shows the total amount of registers the student attended and the percentage of 'present marks' for the current academic year.

Late: This section shows the total amount of times the student was late for a register.

Authorised Absent: This section shows the number of times the student has marked as absent.

Unauthorised Absent: This section shows the number of times the student has marked as absent, however, these absences were not approved by the school.

The **Recent Attendance** section will show both the number of sessions and the percentage of 'present marks' for the current week.

Recent Attendance (15 Aug 2018 - 22 Aug 2018)	
Present	0 sessions (0.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

By date

In **Attendance By Date** the student's daily attendance for AM and PM is listed in the grid. You can access the Attendance By Date on the Parent Portal, from your dashboard:

View ***Student Profile > Attendance (left-hand menu) > By date***

Alternatively, select the attendance tile from the ***dashboard > By date*** (from the left-hand menu).

By default, the attendance shown will be from the current academic year. To change year, click on the drop-down menu titled 'Attendance for'.

To view the meaning of the Attendance Mark, hover over the question mark symbol.

24 Dec 2018 AM 🕒 -	No Mark
24 Dec 2018 PM 🕒 -	No Mark
16 Dec 2018 - 22 Dec 2018 ▲	
21 Dec 2018 AM 🕒 -	No Mark
21 Dec 2018 PM 🕒 -	No Mark
20 Dec 2018 AM 🕒 W ⚠️	Work Experience
20 Dec 2018 PM 🕒 S ⚠️	Study Leave
19 Dec 2018 AM 🕒 S ⚠️	Study Leave
19 Dec 2018 PM 🕒 S ⚠️	Study Leave
18 Dec 2018 AM 🕒 ✓	Present AM
18 Dec 2018 PM 🕒 ✓	Present PM
17 Dec 2018 AM 🕒 ✓	Present AM
17 Dec 2018 PM 🕒 ✓	Present PM
09 Dec 2018 - 15 Dec 2018 ▲	
14 Dec 2018 AM 🕒 ✓	Present AM
14 Dec 2018 PM 🕒 ✓	Present PM

The **"Attendance Certificate"** button will download the students Attendance Certificate for the current academic year.