

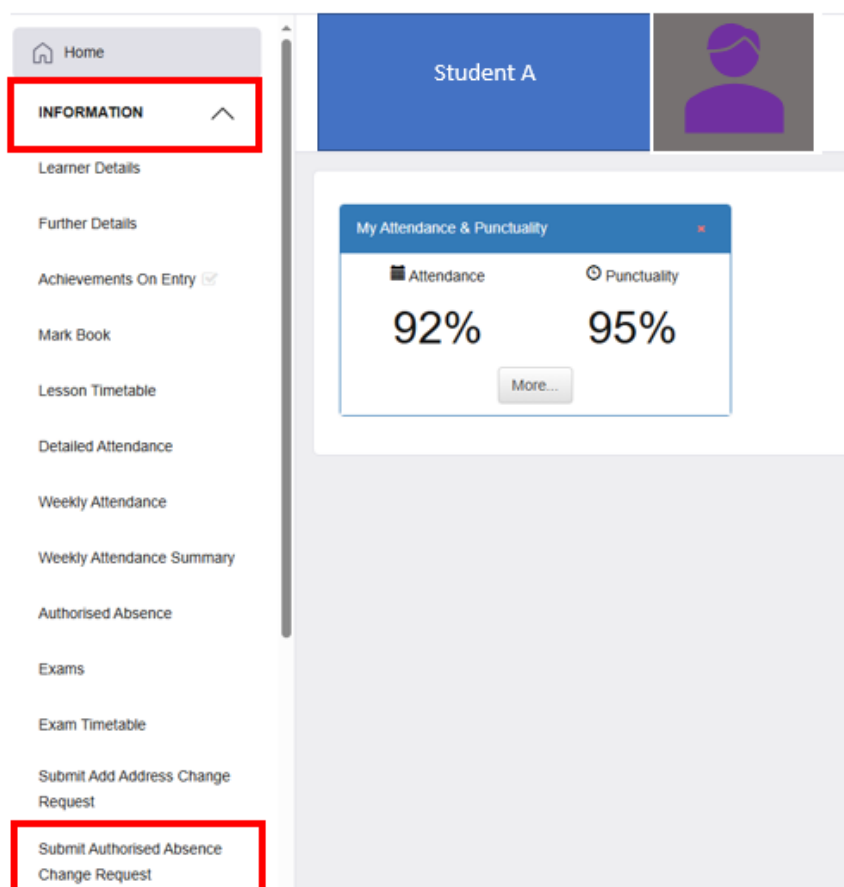
Students or Parents/Carers are required to report all absences be it authorised or unauthorised to college for safeguarding purposes.

Absences should be reported each day, preferably before 9am or in advance if the absence is known about. (Absences reported after 12pm on the day of absence will not be counted as reported correctly and the student will receive an unreported absent mark).

We would prefer absences to be reported by Student/Parent ProPortal. Below is the guide how to complete this. Please see the Parent/Carer Handbook for log in information for the Pro Portal.



1. Once in ProPortal select **Information**
2. Select **Submit Authorised Absence Change Request** (this is the systems name for absences and does not mean it is authorised, but classed as reported correctly and will affect attendance percentage)



3. Enter the **Date From**
4. Enter the **Date To** (if absences are requested for more than 5 days a call will be made to parents to confirm)
5. Enter the **Time From** and **Time To** (Please be correct with times as the system will only update registers in the time frame given)

Submit Authorised Absence Change Request

Student A

Date From: dd/mm/yyyy Time From: hh:mm
Date To: dd/mm/yyyy Time To: hh:mm

Mark Type: --Select--
Reason: --Select--
Authorised Absence Notes:
Email Address:

Submit Cancel

6. Enter the **Mark Type** – 1. Reported Absence (Please do not enter the other options available the absence will be reviewed and moved to 1. Reported Absence)

Submit Authorised Absence Change Request

Student A

Date From: 11/09/2025 Time From: 08:55
Date To: 11/09/2025 Time To: 12:10

Mark Type: --Select--
Reason: --Select--
Authorised Absence Notes:
Email Address:

Submit Cancel

1. Reported Absence
2. Holiday Reported (Office use Only)
X. Authorised Absence (Office use Only)
X. ExamorEducational Activity (Office use Only)

7. Enter the **Reason** – please select from drop down the absence reason that most applies (Please only select R reasons)

Submit Authorised Absence Change Request

Student A

Date From: 11/09/2025 Time From: 08:55
Date To: 11/09/2025 Time To: 12:10

Mark Type: 1. Reported Absence
Reason: --Select--
Authorised Absence Notes:
Email Address:

Submit Cancel

R - Bereavement
R - Doctors/Dentist
R - Educational Interview
R - Family Emergency
R - Transport Issues
R - Unwell
R - Driving Test
R - Funeral
R - Job Interview
R - Medical
R - Other Reason - please provide details
R - Unl Open Day
X - Authorised Absence (Office use Only)
X - H - Holiday Reported (Office use Only)
X - R - Signed Out (Office Use Only)
XE - ExamorEducational Activity (Office use Only)

8. Enter a brief description for the reason of absence in the **Authorised Absences Notes** box.

Submit Authorised Absence Change Request

Student A 

Date From: Time From:
 Date To: Time To:
 Mark Type:
 Reason:
 Authorised Absence Notes:
 Email Address:

Submit **Cancel**

9. Please check all the information is correct then press **Submit**.

If any of these details are not entered as requested the request will be sent back to you to request the correct detail.

- If your absence is for a reason that we may authorise with the correct evidence provided, then please email attendance@stbrn.ac.uk with the evidence including the student number and date of absence in the email subject. (For a list of authorised absences and the evidence required, please see below.)

Your absence will then be reviewed and accepted. If more information is required, you will be emailed for this.

If you are unable to complete the form on ProPortal, please call the number below or send an email, it is important that the details beneath are provided when reporting an absence over the phone or via email.

Absence Line Number: 0117 9710849

Email: attendance@stbrn.ac.uk

Details to include:

- Student Name
- Student ID Number (helps us trace the correct student)
- Reason for Absence

Leaving College during the day

If a student needs to leave college earlier as they are feeling unwell or for another reason. They **MUST** go to B3A (College Nurse) or C5 (Attendance Officer) to sign out of college correctly. If a form from ProPortal or email is submitted, it will not be accepted as reported correctly and the student will receive an unreported absent mark.



Below are the absences that can be authorised if the correct evidence is provided and will not affect attendance. If the correct evidence is not provided, then the absence will affect attendance.

<i>Reason for Absence</i>	<i>Evidence Required</i>	<i>Evidence Must Include</i>
University Open Day (up to 3 per academic year)	Email or E-ticket	Student Name, Date of Open Day
University or Apprenticeship Interview	Email or Letter	Student Name, Date and Time of Interview
Hospital Appointment	Letter from NHS/Hospital	Student Name, Date and Time of Appointment
Orthodontics Appointment	Letter/Email/SMS/Slip from Practice	Student Name, Date and Time of Appointment
Practical Driving Test (up to 2)	Email from DVLA	Student Name, Date and Time of Test
Sporting Event	Email or Letter	Student Name, Date and Time of Event
Part-time Job Interview	Email or Letter	Student Name, Date and Time of Interview
Bereavement	If reported by parent/carers	N/A
Funeral	If reported by parent/carers	N/A

The following reasons will be unauthorised absences and affect attendance, but will be counted as reported correctly:

- General sickness
- Routine medical and dental appointments (they should be booked not to interfere with courses)
- Driving Theory Test (they should be booked not to interfere with courses)
- Holiday
- All other reasons for absences not previously mentioned