

Notifying the school of an absence/appointment

- Notifying an absence on the day should be done using the Arbor Parent App (on Play Store for android/App Store for iPhone) or online Arbor Parent Portal.
- Notifying a future absence (eg orthodontist appointment) should be emailed to:
Years 7-11: absent@st-peters.surrey.sch.uk
Sixth Form: 6thform@st-peters.surrey.sch.uk

Reporting an absence using the Arbor Parent Portal (instructions for the Arbor App are on the last page of this document)

Click on Quick Actions and select Attendance.

The screenshot displays the Arbor Parent Portal interface. At the top, there is a navigation bar with the school logo, 'My Items' dropdown, and the Arbor logo. The main content area is divided into several sections:

- Quick Actions:** A large blue button labeled 'View Student Profile'.
- Statistics:** A grid of four cards showing attendance and behavioral data:
 - Attendance (2025/2026):** 100% (100% Year, 100% Last 4 weeks)
 - House Points & Nominations - this term:** 91 (This year: 91 points, Last term: 0 points)
 - Positive Behavioural Incidents - this term:** 0 (This year: 0 incidents, Last term: 0 incidents)
 - Negative Behavioural Incidents - this term:** 1 (This year: 1 incident, Last term: 0 incidents)
 - Neutral Behavioural Incidents - this term:** 0 (This year: 0 incidents, Last term: 0 incidents)
- Guardian Consultations:** No guardian consultations for [redacted].
- School Shop:** School Shop Products [redacted].

On the left side, there is a sidebar with navigation icons: Home, Notifications, My Calendar, Help Centre, and Sign Out. Below the 'Quick Actions' button, there are sections for 'You have no unread messages', 'Notices' (No notices), 'Current lesson' (08:45 - 09:05, Tue, 18 Nov 2025, Year 8: 8JP, Room: C01, Miss McGregor-Ritchie), 'Next lesson' (09:05 - 10:00, Tue, 18 Nov 2025, Geography (KStg3): Year 8: 8JP/Gg >, Room: C08, Mrs Sanjurjo), and a 'Calendar' section listing lessons for the day.



Quick Actions ▲

Attendance

Behaviour

Examinations

Report Cards

School Shop

Printable Timetable

Basket

View Student Profile

You have no unread messages

Notices

No notices

Current lesson ▶

08:45 - 09:05
Tue, 18 Nov 2025
Year 8: 8JP
Room: C01
Miss McGregor-Ritchie

Next lesson ▶

09:05 - 10:00
Tue, 18 Nov 2025
**Geography (KStg3): Year 8:
8JP/Gg >**
Room: C08
Mrs Sanjurjo

Calendar ▶

08:45 - 09:05	Year 8: 8JP	C01
09:05 - 10:00	Geography (KStg3): Year 8: 8JP/Gg	C08
10:00 - 10:55	Religious Education (KStg3): Year 8: 8JP/Re	T03
11:20 - 12:15	Design Technology (KS3): Year 8: 8a/Dt4	P11
12:15 - 13:10	Spanish (KStg3): Year 8: 8JP/Sp	C25
13:50 - 14:45	English (KStg3): Year 8: 8a/EnX	B06



Home



Notifications



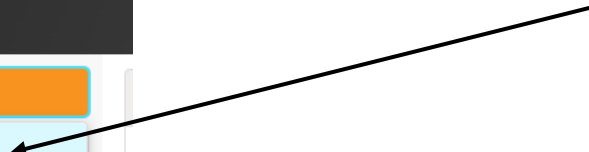
My Calendar



Help Centre



Sign Out



To log an absence for the same day only, click on Log Absence

The screenshot shows the Arbor system interface. At the top right, there is a green button labeled "Log Absence". An arrow points from the text above to this button. The main content area displays attendance data for a student. It includes sections for "Recent Absence (13 Nov 2025 - 20 Nov 2025)", "Recent Attendance (13 Nov 2025 - 20 Nov 2025)", and "Statistics for Academic Year 2025/2026".

None	
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Present	9 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

Possible sessions	97
Present	97 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

Enter the details in Log Absence

The "Log Absence" form contains the following fields and information:

- Student:** [Redacted]
- Date:** Tue, 18 Nov 2025
- Absence start*:** 08:45
- Absence end*:** 14:45
- Reason*:** Please provide a reason for the absence

Buttons: Cancel, Log Absence

Logging an absence using the Arbor Parent App



Log in

Enter your email address

Enter your password

Log In

Remember me

[Forgot your password?](#)

Log in to the Arbor app.

Quick Actions



Attendance



Basket



Behaviour



Examinations



Printable
Timetable



Report Cards



School Shop

Main Dashboard

Profile

Printable Timetable

In *Quick Actions* select *Attendance* then select *Log Absence* (scroll to the right of the screen).

Once you have entered the reason for absence, click on *Log Absence*.



Log Absence

Recent Attendance for

Recent Absence (18 Nov 2025 - 25 Nov 2025)

Absence note

Tue, 25 Nov 2025, 08:45 - 14:45
Illness (I)

Recent Attendance
(18 Nov 2025 - 25 Nov 2025)

Present

10 sessions (90.91%)

Late



Log Absence

Info

This form lets you notify that [redacted] will be absent today, Tue, 25 Nov 2025. If you need to record an absence for a future date,

Student

Date

Tue, 25 Nov 2025

Absence start

08:45

Absence end

14:45

Reason

Cancel

Log Absence