



'How to guide' Sentral for Parents App Student Absences

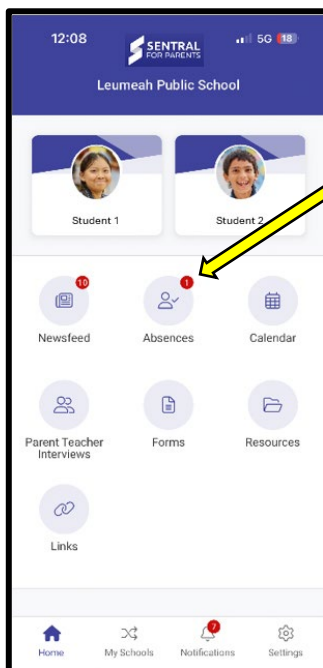


Absences allows parents and caregivers to communicate absence information to the school. This includes 'past absences' that require explanation and 'new/future' absences. A 'future' absence occurs when a parent is aware a child will be away from school (less than 5 days).

GETTING STARTED

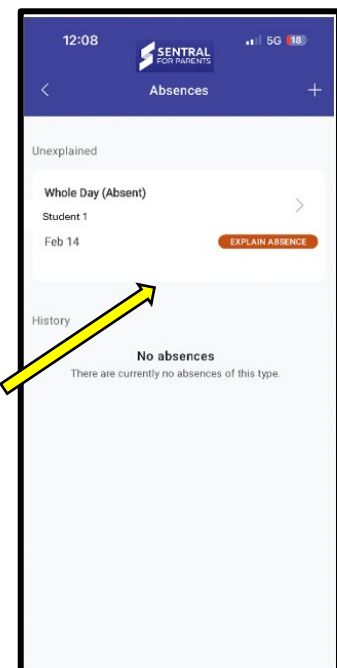
LOG INTO SENTRAL FOR PARENTS APP

To explain an unexplained absence:

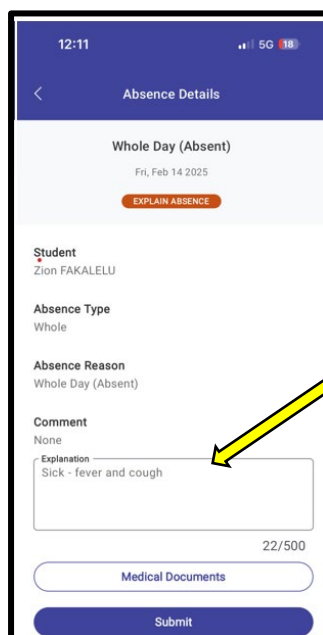


Click on Absences

A list of Absences and their status (*explain absence, pending, approved, rejected*) will be displayed (screen to the right)



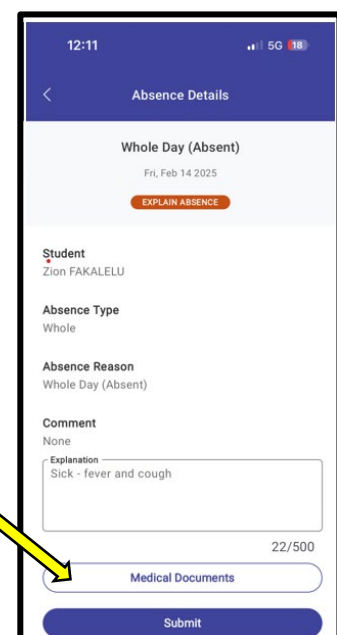
Click on relevant absence



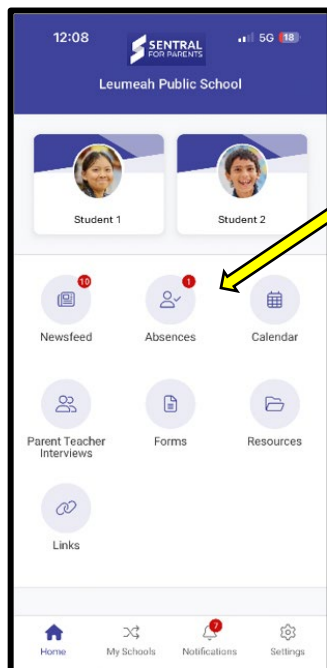
Enter **explanation**, for example:
Sick – vomiting, chickenpox etc.
Family Reason – attending a funeral
Religious/Cultural Observance – Eid etc.
Family Holiday – This can only be used for holidays less than 5 days where you will remain in Australia.

If providing a medical certificate:

Click on **medical documents**, select the file to upload from your device and then click **submit**.



To create a new/future absence:



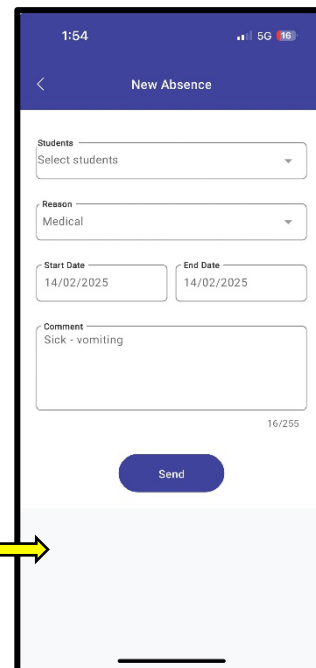
Click on Absences

click on **+** icon.

Select student (if more than one listed)

Select reason from drop down list: **Medical, Family Reason, Religious/Cultural Observance, Family Holiday**

Enter explanation to justify absence reason, then click **submit**.



Please note:

- Allow up to 24 hours (Monday to Friday) for the staff to update the absence status from pending to approved.
- If travelling for more than 5 days or overseas, you will be required to complete an Application for Extended Leave form and submit to the school along with your itinerary. For more information, please contact the Administration staff in the office or refer to the school website:
leumeah-p.schools.nsw.gov.au/permission-notes/whole-school.html
- If you do not provide a comment to explain an absence, it will delay the approval process as the classroom teacher will need to contact you for more information.
- For further assistance with the Sentral for Parents app please contact the Administration staff in the office or refer to the Sentral website
sentral.com.au/portal-app-help