



## Arbor Parent Portal Absence Guide

Parents/Carers can login to Arbor to notify us of on the day absences.

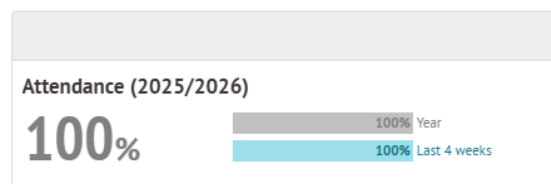
**We recommend using the Arbor App if on a phone/tablet or the website if on a PC/Laptop.**

Website:

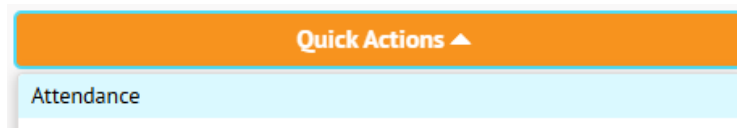
Login via the website:

<https://midhurst-rother.uk.arbor.sc>

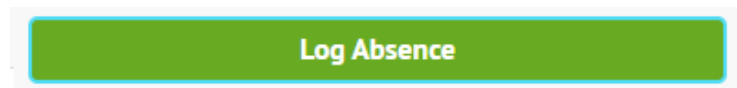
Once in you can log an absence on the day by either clicking on the attendance square:



Or clicking on Quick Actions and then Attendance:



On the right-hand side of the screen a Log Absence button shows, click on this to log the on the day absence.



A slide window will appear, please add the absence start time, end time and reason for the absence.

### Log Absence

This form lets you notify that [redacted] will be absent today, Wed, 11 Mar 2026. If you need to record an absence for a future date, you will need to contact the school.

Student	[redacted]
Date	Wed, 11 Mar 2026
Absence start*	<input type="text" value="08:30"/>
Absence end*	<input type="text" value="15:05"/>
Reason*	<input type="text" value="Please provide a reason for the absence"/>

If the absence is for the whole day, please enter the start time as 08:30 and end time as 15:05.

Once completed click on the Log Absence button and the absence will be logged with us.





Arbor App:

If you are completing this on the Arbor App it will work in a very similar way.

Once logged into the app navigate to attendance and click on log absence. Then follow the instructions through as per the above screenshots for the web version.

**Absences can be reported in the following ways:**

**Same day unavoidable absences**

These should be reported either via the Arbor Parent Portal or by telephoning the Absence Line 01730 812451 (option 1).

**Future absences for medical appointments, music exams, college interviews etc.**

Please report these by emailing [attendance@mrc-academy.org](mailto:attendance@mrc-academy.org) and attaching a copy of the appointment confirmation.

**Requests for future absence for any other reason**

Please email [attendance@mrc-academy.org](mailto:attendance@mrc-academy.org) and attach a completed Student Absence Request Form. This form can be found on our website: [Student Absence Request Form](#)