



School Bytes

Parent Portal: Manage student absences

Your school uses School Bytes to help manage student absences that can be accessed via the parent portal. The School Bytes parent portal enables you to view all your children in one portal and provide a response for any student absences that have been recorded by the school. The parent portal also allows parents to provide details of a planned absence if the absence details are known in advance for example, a scheduled medical appointment.

- 1. Open the parent portal link – <https://portal.schoolbytes.education/auth/login> – and log in to your portal.**
- 2. Select attendance from the navigation bar.**

Unexplained absences

- 3. Select respond for the absence** (A pop up will be displayed).
- 4. Select an absence type from the available options.**
- 5. Optionally upload any supporting documentation.**
- 6. Enter a reason for the absence in the comment field.**
- 7. Select submit.**

The absence response will now appear as pending approval. Once the school has reviewed and approved the absence, it will no longer appear in the absences list.

Planned absences

- 3. Select create** (A pop up will be displayed. Student name will be populated).
- 4. Select the school.**
- 5. Select an absence reason.**
- 6. Select a duration.**

Depending on the duration type selected additional date and time fields will appear that need to be completed.

- 7. Optionally upload any supporting documentation** (Medical Certificate, Travel itinerary)
- 8. Add comments.**
- 9. Select submit.**

The planned absence will appear as status pending in the parent portal and will be sent to the school for action.

PLEASE NOTE: Any absences over 10 days will be rejected when actioned. If you are planning on your children being absent from school for more than 10 days, you will be required to complete an [Extended Leave Travel form](#) and submit it to the administration office for review.