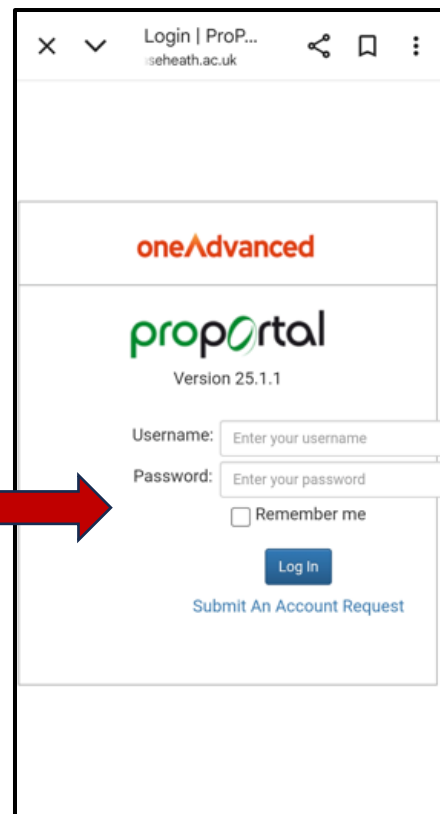


**Logging Absence in ProPortal by a student on an Android Phone**

In your search engine, type:

<https://proportal.reaseheath.ac.uk>

Enter your **log in details** – these will be the same as your IT log on.



Login | ProP...  
reaseheath.ac.uk

oneAdvanced

proportal  
Version 25.1.1

Username: Enter your username

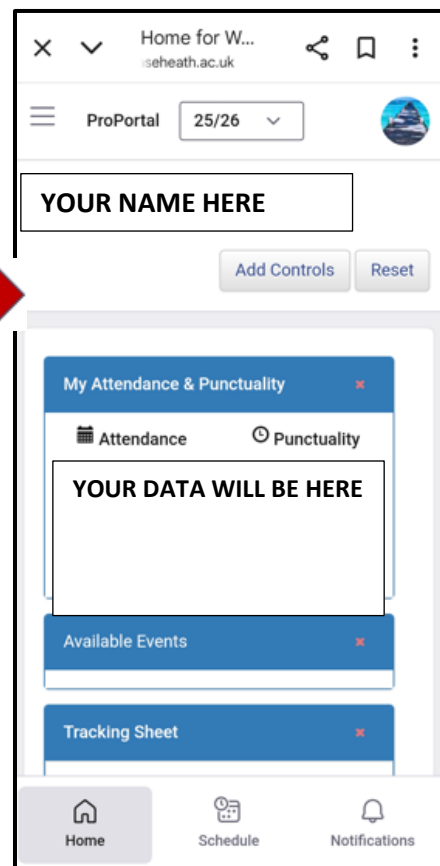
Password: Enter your password

☐ Remember me

Log In

Submit An Account Request

Your home page for **ProPortal** will appear



Home for W...  
reaseheath.ac.uk

ProPortal 25/26

YOUR NAME HERE

Add Controls Reset

My Attendance & Punctuality

Attendance Punctuality

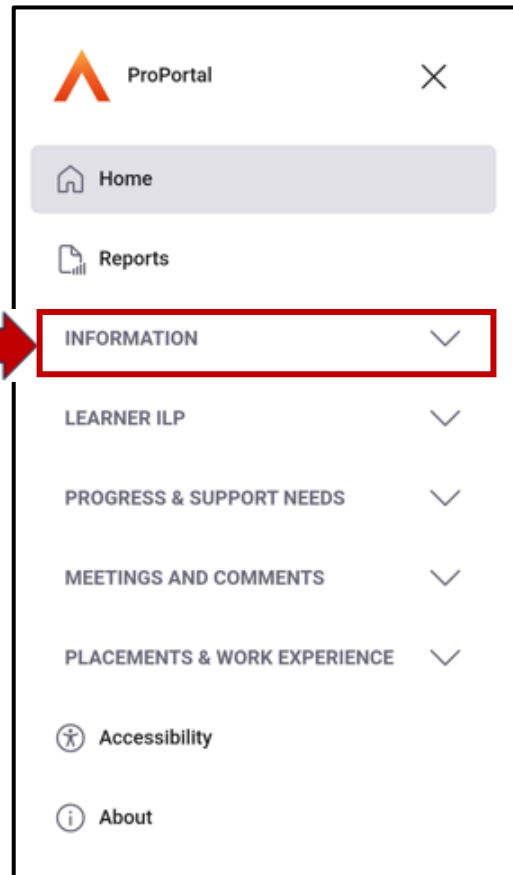
YOUR DATA WILL BE HERE

Available Events

Tracking Sheet

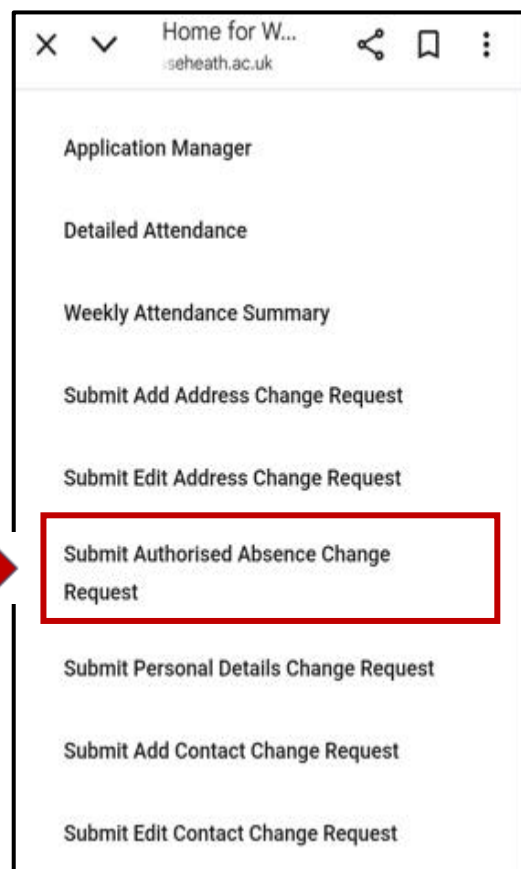
Home Schedule Notifications

From the menu on the left, click the **Information** drop down



Scroll down the available options until you reach:

**Submit Authorised Absence Change Request** and click on it



Add the date you will be off.

You must request each day at a time so should be using the same date in each box.

Use 09:00 & 17:00 as the times

You need to submit daily absence requests. You cannot sign yourself out for days at a time.

Submit Aut...  
reasehealth.ac.uk

ProPortal 25/26

### Submit Authorised Absence Change Request

YOUR NAME HERE

Date From: 07/10/2025

Time From: 09:00

Date To: 07/10/2025

Time To: 17:00

Mark Type:

Home Schedule Notifications

Select your **reason** for absence

Add **specific details**

If you do not add specific details your request will be declined.

“Unwell” or “Sick” is not enough detail.

Press Submit

Submit Aut...  
reasehealth.ac.uk

ProPortal 25/26

07/10/2025

Time To: 17:00

Mark Type: Authorized absence of student

Reason: Career related or university inter

Authorised Absence Notes: Interview at Chester University

Email Address: WD00100744@reasehealth.ac.uk

Submit Cancel

Home Schedule Notifications

You should see a **summary** of what you have submitted.



The screenshot shows the ProPortal 2.0 interface with the following details:

- Change RequestID:** 34884
- Type:** Authorised Absence
- Student:** 100744 (DAVIES, WILLAM)
- Absence From:** Oct 7 2025 9:00AM to: Oct 7 2025 5:00PM
- Status:** Submitted
- Rejection Reason:**
- Request by:** wd00100744 on 05/10/2025 15:15:00

Below the details is a table with the following fields:

Field Name
Authorised Absence Date From
Authorised Absence Date To
Authorised Absence Mark
Authorised Absence Notes
Authorised Absence Reason

The bottom navigation bar includes icons for Home, Schedule, and Notifications.

**NOTE:**

Just because an authorised absence request is submitted, does not mean it will be automatically approved.

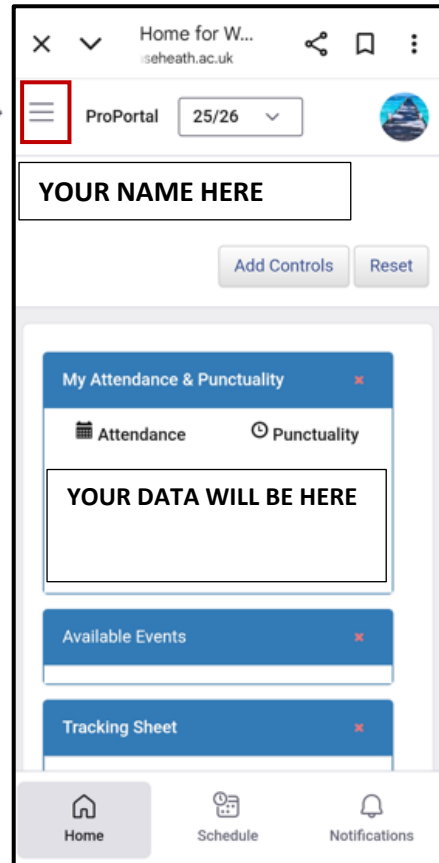
- All requests are reviewed by our attendance impact officers and either approved or declined.
- If there is insufficient detail, it will be declined.
- If you try to book more than one day at a tie, it will be declined.

At the current time, these are the reasons that we authorise absence from sessions:

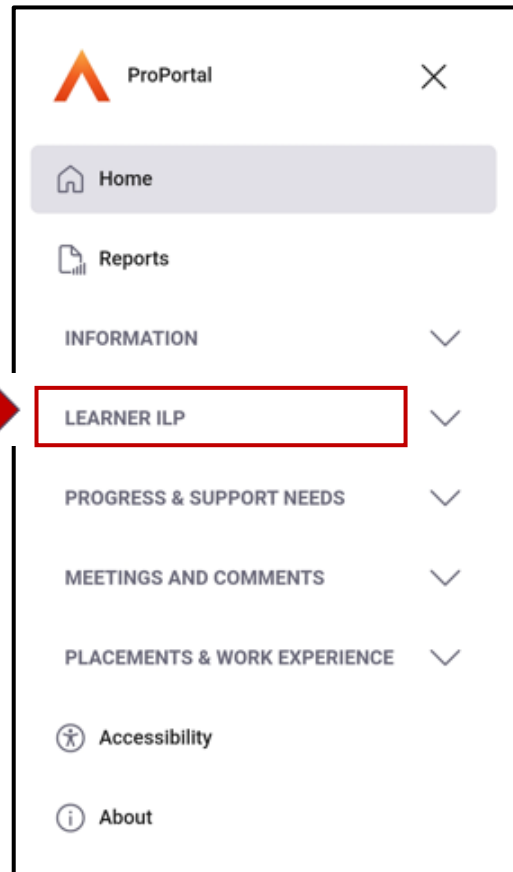
1. Career related or university activity with evidence.
2. Course-related, unpaid, voluntary work experience.
3. Exceptional circumstances involving immediate family member – self-certified.
4. Funeral attendance
5. Medical appointment with evidence of the appointment.
6. Official meeting e.g. probation, police, housing, multi-agency meeting
7. Religious holidays - self-certified.
8. Self-certificated illness of no more than one week.
9. Taking a practical driving test with evidence.
10. Things like extreme weather or strikes are valid reasons – missing the bus isn't.

**Adding evidence:**

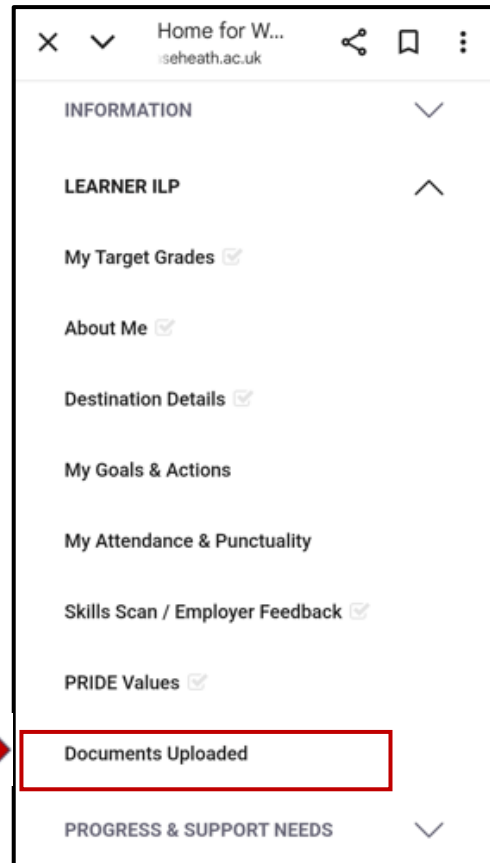
Choose the **3 bars** at the top left of the screen:



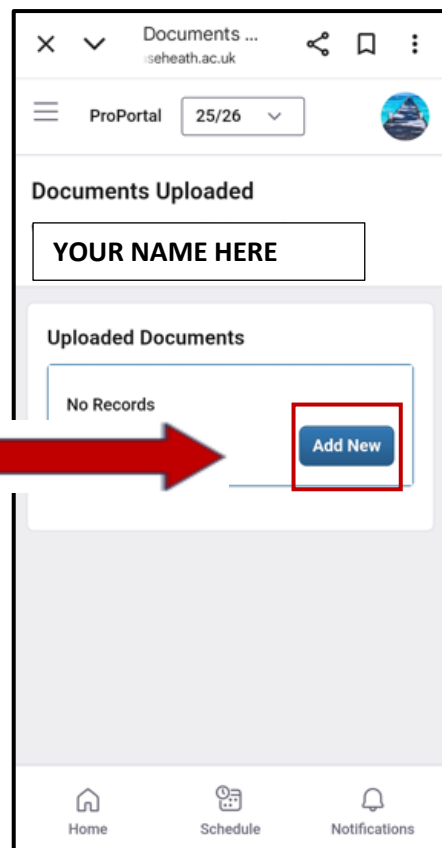
Select **Learner ILP**



Scroll down and **Select Documents Uploaded:**



Click **Add New** and **follow the instructions** to upload your evidence.



Any issues, please contact [attendance@reaseheath.ac.uk](mailto:attendance@reaseheath.ac.uk)