

Logging Absence in ProPortal by a student on an iPhone

In your search engine, type:

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

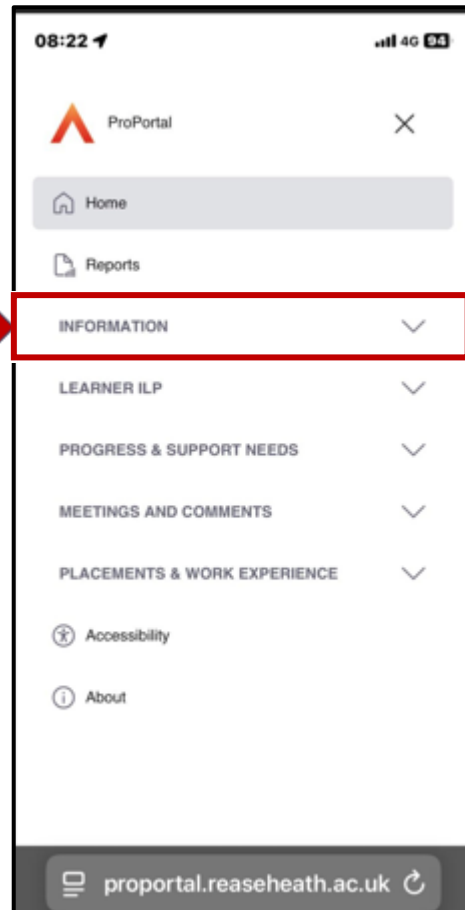
Enter your log in details – these will be the same as your IT log on.

The screenshot shows the ProPortal login interface. At the top is the 'oneAdvanced' logo. Below it is the 'proportal' logo with 'Version 25.1.1' underneath. The login form includes fields for 'Username:' and 'Password:', both with placeholder text 'Enter your username' and 'Enter your password' respectively. There is a 'Remember me' checkbox and a 'Log In' button. Below the button is a link that says 'Submit An Account Request'. The bottom of the screen shows the URL 'proportal.reaseheath.ac.uk' and a clock icon with the time '08:26'.

Your home page for **ProPortal** will appear

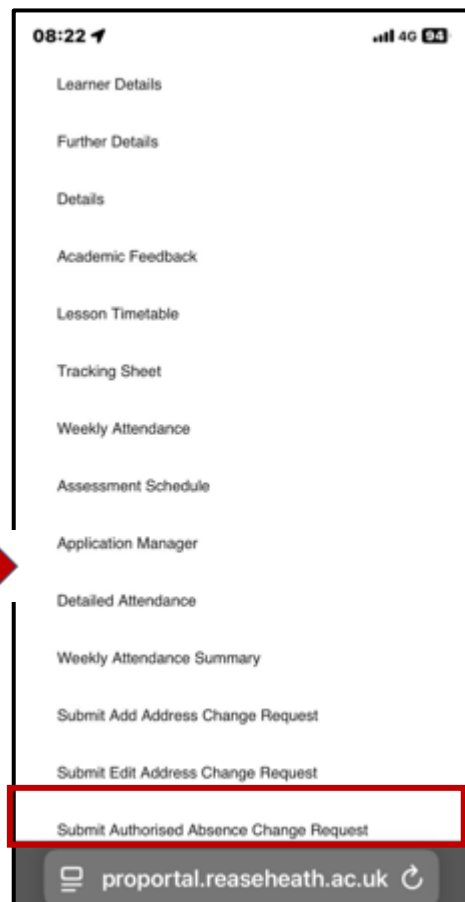
The screenshot shows the ProPortal home screen. At the top is a box labeled 'YOUR NAME HERE'. Below it are 'Add Controls' and 'Reset' buttons. The main content area has a section titled 'My Attendance & Punctuality' with sub-sections for 'Attendance' and 'Punctuality'. Below this is a large box labeled 'YOUR DATA WILL BE HERE'. Further down are sections for 'Available Events' and 'Tracking Sheet'. The bottom of the screen has a navigation bar with icons for 'Home', 'Schedule', and 'Notifications'. The bottom of the screen shows the URL 'proportal.reaseheath.ac.uk' and a clock icon with the time '08:26'.

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.

08:24 4G 94

ProPortal 25/26

Date From:
07/10/2025

Time From:
09:00

Date To:
07/10/2025

Time To:
17:00

Mark Type:
Authorised absence of student

Reason:
Religious Holiday (self-certificated)

Authorised Absence Notes:
Jewish new year

Email Address:

proportal.reaseheath.ac.uk

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** at the bottom of the screen

Submit Cancel

ProPortal 25/26

Date From:
07/10/2025

Time From:
09:00

Date To:
07/10/2025

Time To:
17:00

Mark Type:
Authorised absence of student

Reason:
Religious Holiday (self-certificated)

Authorised Absence Notes:
Jewish new year

Email Address:

proportal.reaseheath.ac.uk

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



The screenshot shows the ProPortal mobile app interface. At the top, the status bar displays '08:24', '4G', and battery level. The app header includes a menu icon, 'ProPortal', a date selector '25/26', and a user profile icon. Below the header is a box labeled 'YOUR NAME HERE'. The main content area is titled 'Change Request Details' and contains the following information:

- Change RequestID: 35077
- Type: Authorised Absence
- Student: 100744 (DAVIES, WILLIAM) Absence
- From: Oct 7 2025 9:00AM to: Oct 7 2025 5:00PM
- Status: Submitted
- Rejection Reason:
- Request by: wd00100744 on 07/10/2025 08:25:00

Below this information 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

At the bottom of the app, there is a navigation bar with icons for 'Home', 'Schedule', and 'Notifications'. Below the app interface is a browser address bar showing 'proportal.reaseheath.ac.uk' and a bottom Android-style navigation bar.

NOTE:

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

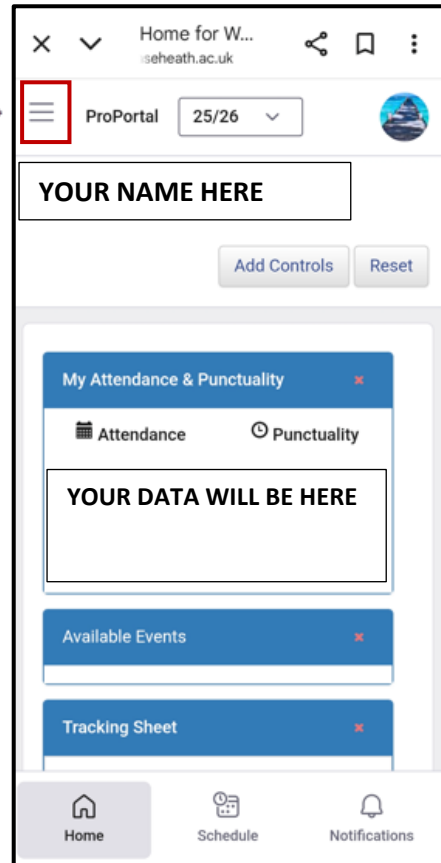
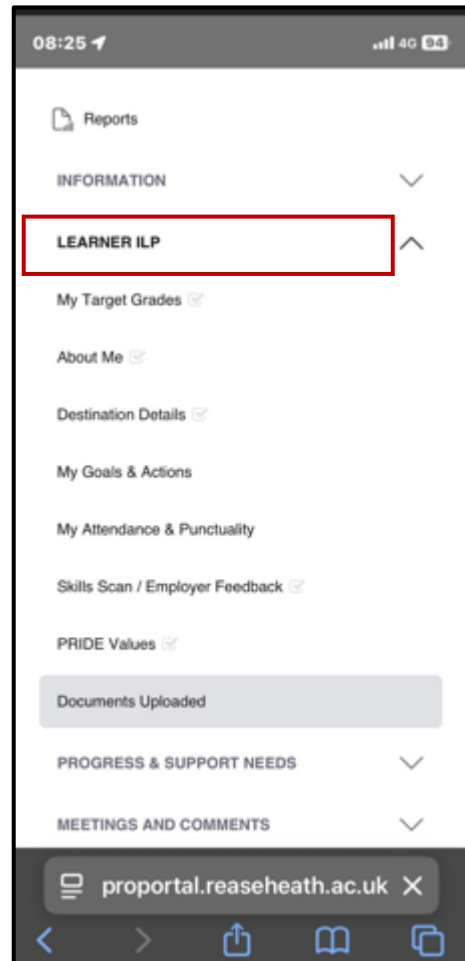
- All requests are reviewed by our attendance impact officers and either approved or declined.
- If there is insufficient detail, it will be declined.
- If you try to book more than one day at a tie, it will be declined.

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

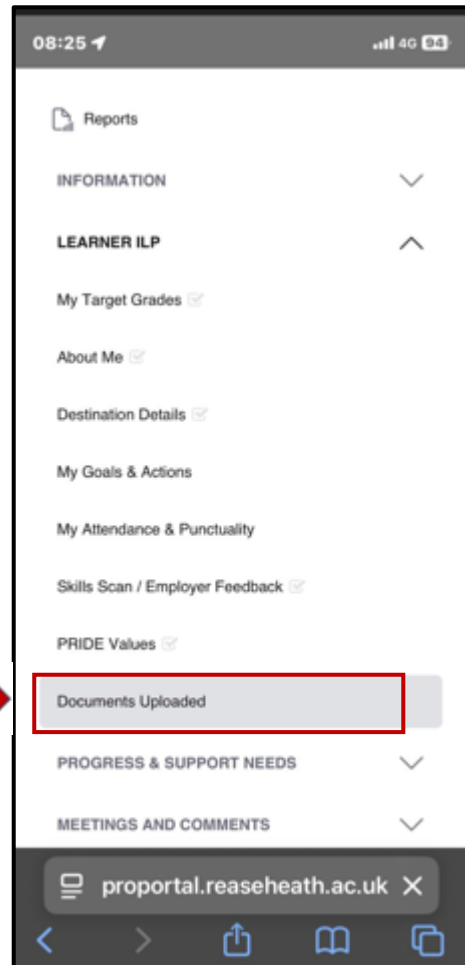
1. Career related or university activity with evidence.
2. Course-related, unpaid, voluntary work experience.
3. Exceptional circumstances involving immediate family member – self-certified.
4. Funeral attendance
5. Medical appointment with evidence of the appointment.
6. Official meeting e.g. probation, 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:

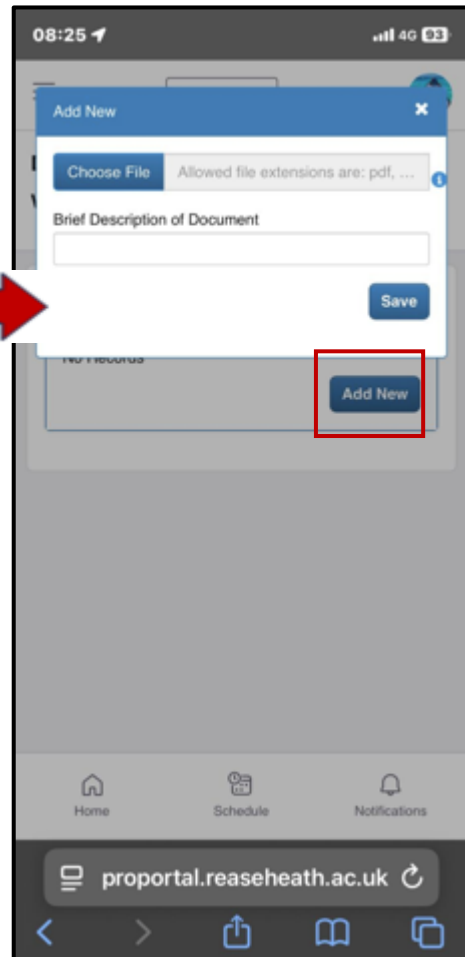
Choose **the 3 bars** at the top left of the screen:

**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