Logging Absence in ProPortal by a student on an iPhone

In your search engine, type:
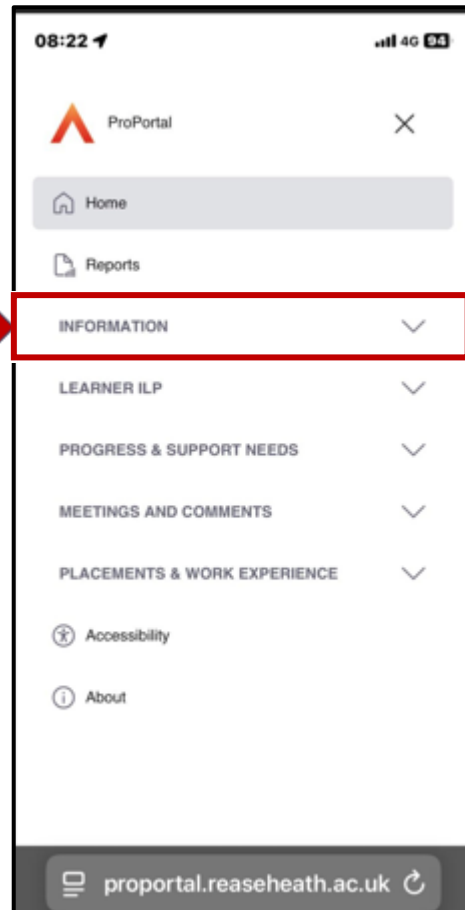
https://proportal.reaseheath.ac.uk

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

Your home page for **ProPortal** will appear

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
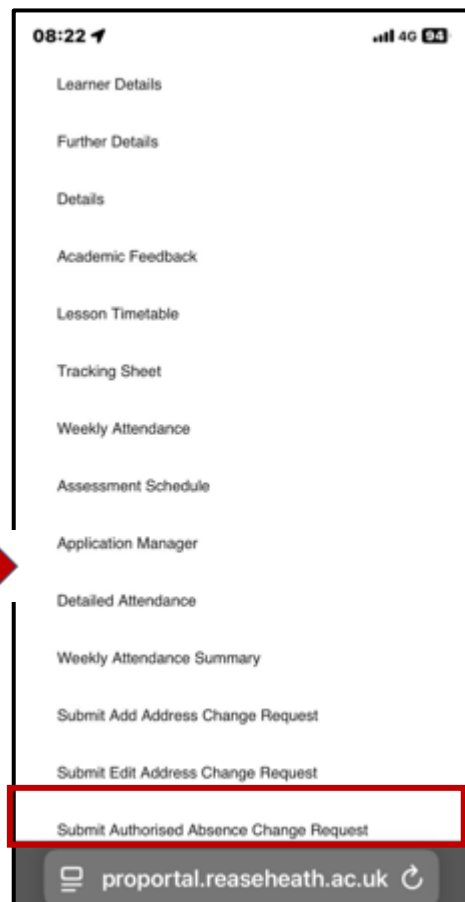
Add the date you will be off.

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.

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

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

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.
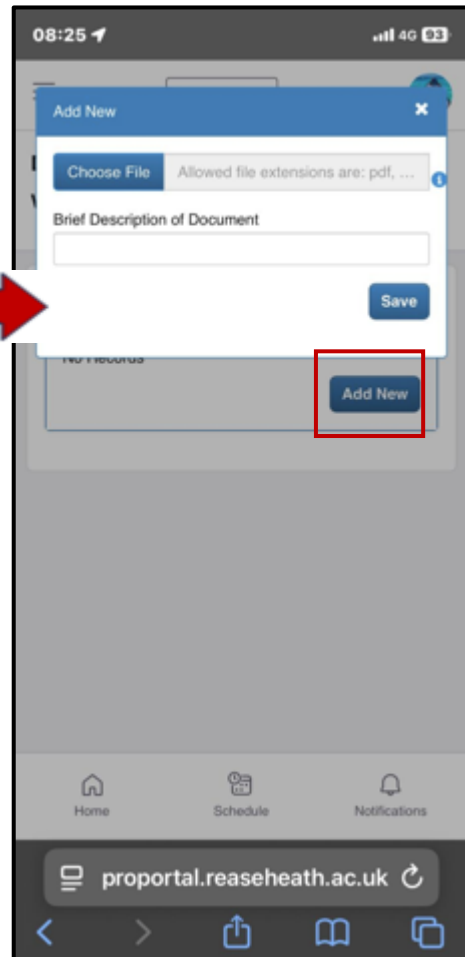
Adding evidence:

Choose **the 3 bars** at the top left of the screen:
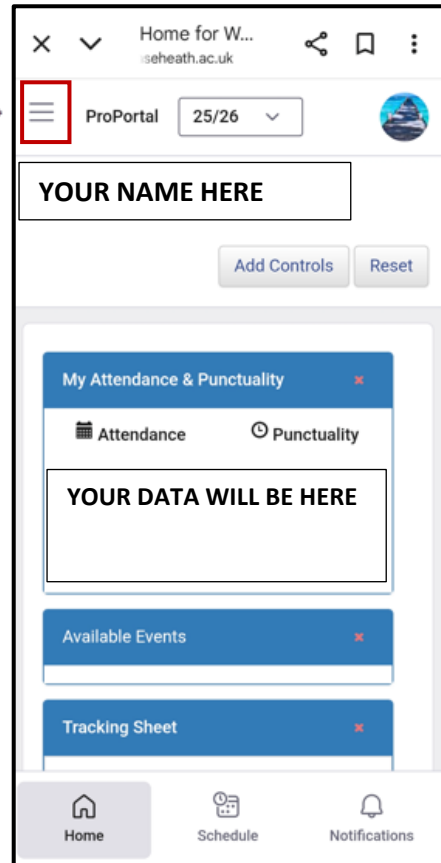
Select Learner ILP
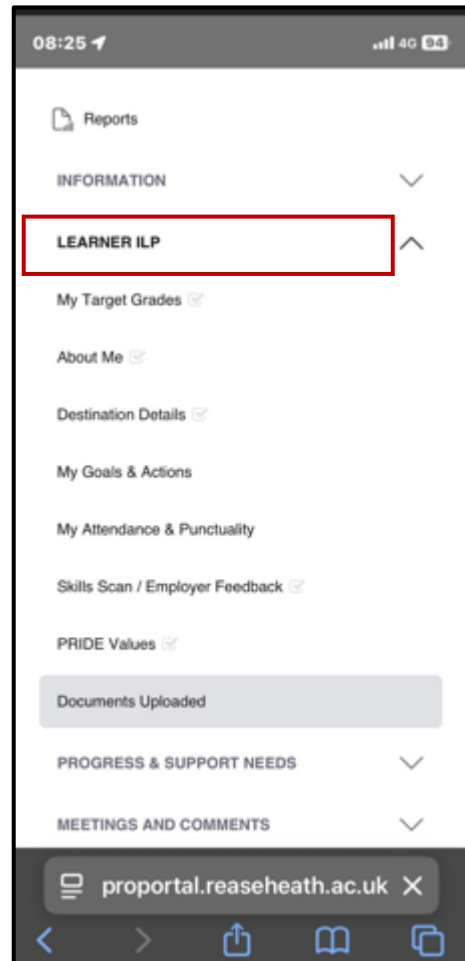
Scroll down and **Select Documents Uploaded**:
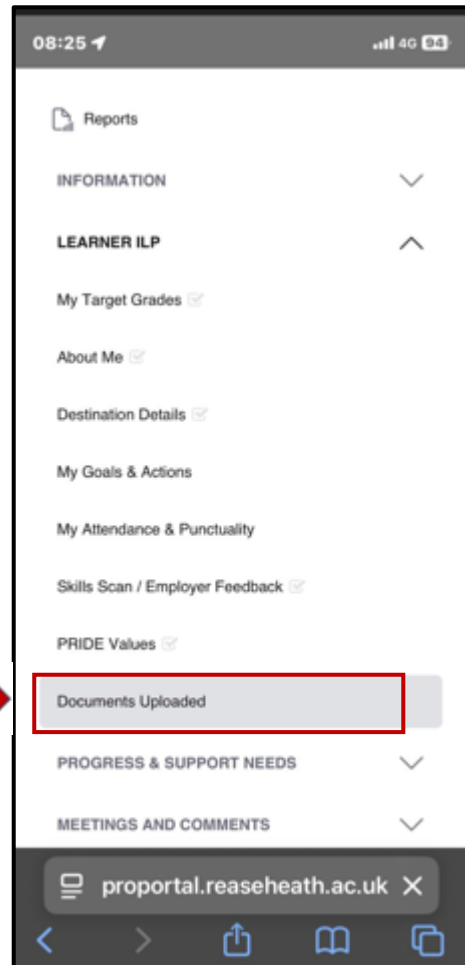
Click **Add New** and **follow the instructions** to upload your evidence.

Any issues, please contact attendance@reaseheath.ac.uk