



## SCHOOL BYTES - ATTENDANCE

Dear parent/carers,

The School Bytes Parent Portal allows parents/carers to view their child's attendance, provide explanations for absences and create planned absences. Login through <https://portal.schoolbytes.education/auth/login> or the School Bytes Parent Portal App and select attendance on the navigation bar to view your child's attendance heat map.

Unexplained absences		
STUDENT	PERIOD	RESPOND
Quakers Hill Public School	Mon 30/10/2023 All day	<button>Respond</button>
Quakers Hill Public School	Fri 27/10/2023 All day	<button>Respond</button>
Quakers Hill Public School	Thu 26/10/2023 All day	<button>Respond</button>

Showing 1 to 3 of 3 results

Previous Next

Planned absences		<button>Create</button>
✔ No planned absences		

### Unexplained Absences

An absence has been created by the school. Parents/carers use this option to respond to and explain the absence.

1. Click *respond* – a pop up will be displayed.
2. Select an absence type from the available options.
3. Optionally upload any supporting documentation.
4. Enter a reason for the absence in the comment field.
5. 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. All attendance data can be viewed in the student's attendance heat map. Selecting an attendance cell in the heat map will provide further details on the attendance for that date.

### Planned Absences

Parents/carers can create a planned absence in advance to indicate their child will be absent. *Please do not create a planned absence after your child has already had the day off*, you will need to respond to the unexplained absence in this instance.

1. Select create.
2. Select the duration.
3. Optionally upload any supporting documentation.
4. Add comment details.
5. Select submit.

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

Bert Lo Campo  
Principal

Rosannagh Ryan  
Deputy Principal