

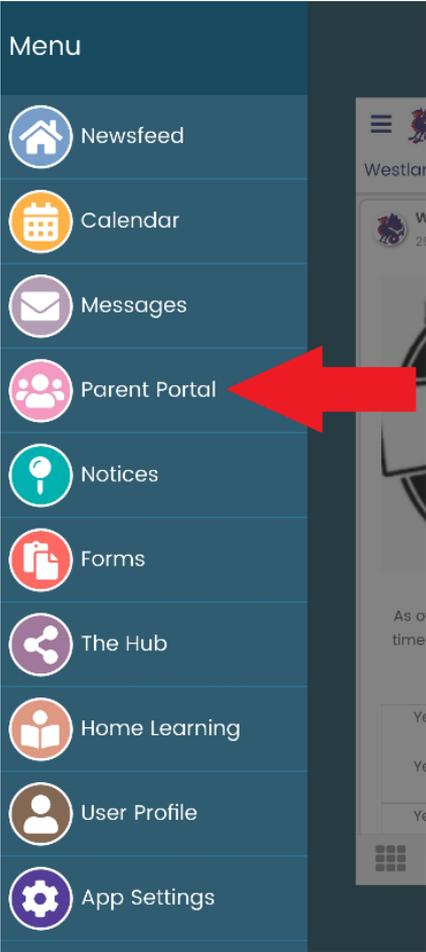


How to Report Your Child's Absence on Weduc

Whether you need to tell us about an appointment in advance, or let us know in the morning that your child won't be in school due to sickness/illness/injury etc, you can do this on Weduc.

This will remove the need for you to call us and wait on hold for a member of the office staff to become available.

Once you have downloaded the App and logged in using the activation details that we send you, click 'Parent Portal'



Then select 'Report an Absence'



This will take you to the reporting absence screen where you input the first date of absence, the expected return date/time, and the reason for the absence.

Report Absence

First Day of Absence: 01/04/2021 08:00

Expected Return Date: 01/04/2021 08:00

Return date must be after start date.

Enter a reason for this absence

Once you have filled in these details, click the send button  that is in the top right hand corner.

That is all you need to do – we will be notified of the absence and will update your child's records accordingly.