



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"

THE SUNDAY TIMES

SCHOOLS GUIDE
2025

STATE SECONDARY
SCHOOL OF THE YEAR
LONDON

29 August 2025

Dear Parent/Carer,

Reporting absences on the Parent Portal and Arbor App

From September 2025, we are moving to using Arbor to report absences through the parent portal app. We would be grateful if from now on you could inform us of all same-day absences via the Arbor Parent Portal app.

To do this, please login to the app and access the Attendance section, click 'Log Absence', input the absence details, and submit the request. School staff will then approve or reject the absence. Once approved, the absence will be visible in the Attendance tab. It is not possible to edit an existing absence request, so if you need to make any changes, you should delete the absence request and create a new one.

Please click on this link to view full instructions: [Logging absences on the Parent Portal and Arbor App – Arbor Help Centre](#)

Our attendance inbox (attendance@newsteadwood.co.uk and sixthformattendance@newsteadwood.co.uk) will still be monitored for reporting **future absences** and reporting of medical appointments during school times. The school's attendance line will still be monitored in the rare event that you have an emergency or are not able to use the app.

Please remember that for planned absences, a leave of absence form **must** be completed in advance. These can be collected from the main office or requested by email.

Yours sincerely,

Miss C Elrick

Miss C Elrick
Attendance Officer

Headteacher: Mr Alan Blount, MA, BSc, QTS

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