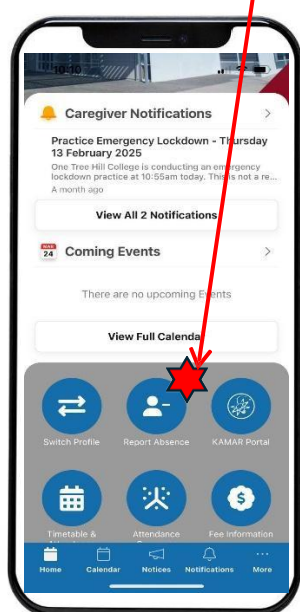


Reporting an Absence

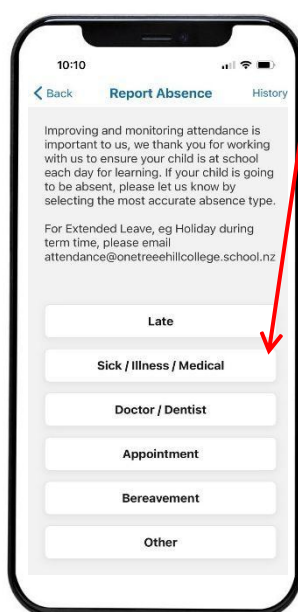
The School Bridge App is a collection of tools that seamlessly connect school with caregivers and students. Giving parents and caregivers quick access to reports (including the 'Weekly Engagement Reports'), attendance information, finance, and our latest feature 'Reporting an Absence'.

Through the School Bridge App parents and caregivers can report an absence, report lateness to school and request a leave pass for students with appointments throughout the day. If a student arrives late or requests a leave pass, they **MUST** still sign in and out through Student Services.

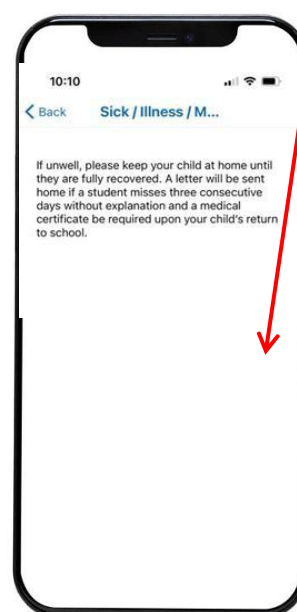
Select from App home screen Absence Icon



Select the appropriate Absence category



Type reasons for the absence



Reporting Lateness:

Please indicate the reason for your child's lateness, and what time the school should expect them to be onsite. Students **MUST** sign in at Student Services immediately upon arrival.

Requesting an Exit Pass during the day:

For student safety, an Exit Pass is required if your child needs to leave school grounds during the day. Please notify the school in advance of your child's need to exit the school grounds during the day (before 9:30am). When departing, your child must sign out at Student Services and collect their Exit Pass before leaving. For younger students, a parent or caregiver may be required to sign them out in person. If students are returning to school they must sign back in to school through Student Services immediately upon arrival. Please indicate an approximate time of return.

Reporting Absences:

If unwell, please keep your child at home until they are fully recovered. A letter will be sent home if a student misses three consecutive days without explanation and a medical certificate may be required upon your child's return to school.

Can I still call and text in?

Yes, currently you are able to do this, however the App will replace this process. Please remember to leave detailed information in your messages about your child's absence.

What if I am requesting leave that is for more than 3 days?

Absence from school for holidays or travel within NZ or overseas is to be applied for in writing to the Attendance Officer. Such requests are granted at the discretion of the Principal. If absence is for sports or cultural representation, caregivers must attach documentation from the relevant body. The school may request further information upon application.

Kindly email all your requests to Attendance@onetreehillcollege.school.nz

How do I get the App or find the web address to the School Bridge Programme?

If you have not already, please download our App. To sign in please use your school registered email address. Please contact the office if you are unable to log in to the App.

<https://othc.bridge.school.nz/app> or scan the QR code



To sign in from a web browser please click the following link: [SchoolBridge](#)