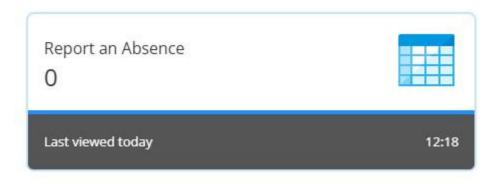


REPORTING AN ABSENCE ON TALAXY GUIDELINES FOR PARENTS

If your child is unwell, has a medical appointment or you would like to book a Leave of Absence, please use the Report an Absence module on Talaxy:

STEP 1: Click on Report an Absence (on TALAXY homepage)



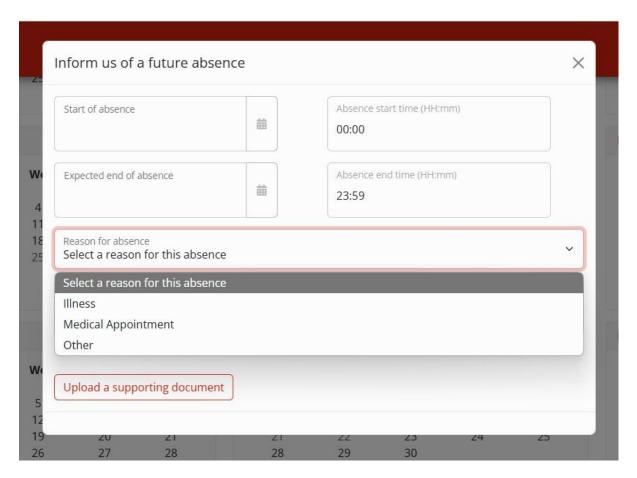
STEP 2: Click on the first date of absence on calendar

| Unexplained | | | | Pending authorisation | | | Rejected/discarded | | | | Rejected in part | | | Authorised | |
|-----------------|------------------------|----------------------|----------------------|---------------------------|---------------------|---------------------|--------------------|-----------------|---------------------------------|---------------------|----------------------|----------------------|---------------|---------------|--|
| September | | | | | October | | | | | November | | | | | |
| Mo 1 8 15 22 29 | Tu 2 9 16 23 30 | We 3 10 17 24 | Th 4 11 18 25 | Fr 5 12 19 26 | 6 13 20 27 | 7 14 21 28 | We 1 8 15 22 29 | Th 2 9 16 23 30 | Fr 3 10 17 24 31 | 3 10 17 24 | Tu 4 11 18 25 | We 5 12 19 26 | Th 6 13 20 27 | Fr 7 14 21 28 | |
| December | | | | | January | | | | | February | | | | | |
| Mo 1 | Tu 2 | We 3 | Th 4 | Fr 5 | Мо | Tu | We | Th 1 | Fr 2 | Мо | Tu | We | Th | Fr | |
| 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 2 | 3 | 4 | 5 | 6 | |



STEP 3:

Input the relevant date(s), time(s), select the reason for the absence from the drop-down menu and add an absence description.



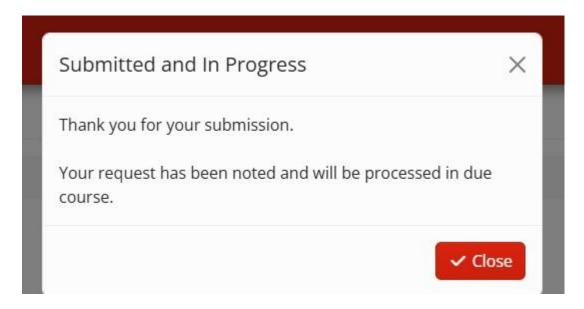
Please remember to upload a supporting document if your child is attending a medical appointment or you have chosen Other.

We cannot approve any request that does not have supporting evidence.



STEP 4:

Click on Save and you will receive the following message:



STEP 5:

Your notification can then be found in the calendar showing it as Pending authorisation until it has been approved.

Once it has been approved, it will show on the calendar as Authorised.

If we have any questions or require further information, our Student Attendance Officer will contact you.

PROBLEM WITH OR QUESTION ABOUT TALAXY?

If you have any questions or issues with Talaxy, please email <u>Talaxy@davenant.org</u>.