

Choose the option
'Report Your
Absence

10:04



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Please select dates absent

Select Date:

Date

dd/mm/yyyy



Or

Select Multiple Dates:

From

dd/mm/yyyy



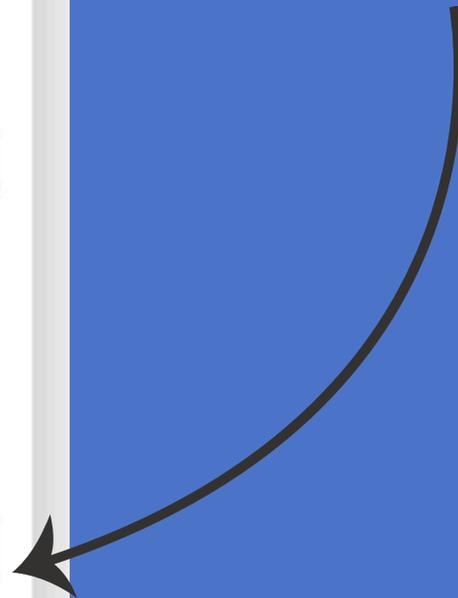
To

dd/mm/yyyy



NEXT

Now select a date of your absence, this can be one day or multiple dates:



10:05



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Is this absence for a whole or part of a day?

FULL DAY
ABSENCE

ABSENT FOR PART OF
THE DAY

BACK

NEXT

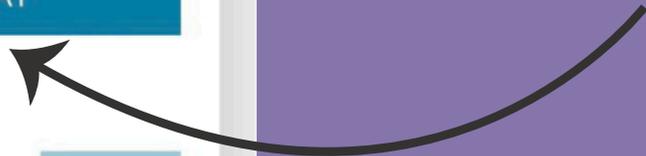
This is the timetable for Tuesday,
17/02/2026

The sessions highlighted below will be missed during
this absence

No sessions for this day.



Next you can
choose if you are
absent for a full
day or part of the
day:



10:05

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Please select a reason

Please upload evidence if possible:
e.g. doctors note



[Upload evidence](#)

BACK NEXT



If you select 'Full Day Absence' it will bring up this page which then allows you to select your absence reason. You can also upload evidence to support this reason too.

10:05

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Is this absence for a whole or part of a day?

FULL DAY ABSENCE

ABSENT FOR PART OF THE DAY

Select the absence dates

From To

BACK

NEXT

This is the timetable for Tuesday, 17/02/2026

The sessions highlighted below will be missed during this absence



If you choose 'Absent for part of the day', you will see an absence dates selection appear so you can choose the specific dates you are absent on.

10:05

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Please select a reason

Please upload evidence if possible:
e.g. doctors note

[Upload evidence](#)

BACK NEXT

If you select 'Absent for part of the day' it will bring up this page which then allows you to select your absence reason. You can also upload evidence to support this reason too.

Once you have chosen a reason and uploaded your evidence (if required), then you will be shown this page. If all looks ok you can go ahead and click on the 'Submit Absence' button.

