**Managing student attendance**

QParents provides some useful tools for managing and monitoring student attendance.

Click **Attendance** from the tabs. You can view a summary of attendance statistics, including total days absent this calendar year, a bar chart showing the number of absences for each day of the week (highlighting any trends) and the calculated percentage for attendance. Be aware that this is a complex calculation, and it may show a higher attendance than you might expect for the number of days absent.

Details of each absence are listed, and you can see more details about each absence by clicking the down arrow icon.

You can also provide a reason for a previous unexplained absence.

Periodically, an absence that has not been explained will appear in QParents. These absences can be easily identified by a blue box with the exclamation mark. Parents can click on the down arrow icon and provide a reason why a child didn’t attend school at that time. The school will update their records with that information.