

Reporting an Absence

The <https://pnbhs.school.kiwi/> Web Portal comes with a feature that you can use to advise school of daily absences. It's a quick, easy form that sends the details of your son's absence to school.

Reporting an Absence

Log onto the PNBHS Web Portal <https://pnbhs.school.kiwi/> and go to the "Absence Report" page.



PNBHS Parent Portal
Nihil Boni Sine Labore

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PNBHS Parent Portal
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Absence Report

Absence Type

Absence Message

Your Name (Caregiver)

In the "Absence Type" field, select the reason that your son will be absent from school. You can choose from:

- Late
- Illness/Medical
- Doctor/Dentist
- Appointment
- Other (Unjustified)

Next, explain why your son will be absent and add your name to the last field.



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Absence Report

Absence Type

Illness/Medical

Illness/Medical
State the illness Alex is experiencing.

Absence Message

**** has been vomiting all night, so we are keeping him home today.

Your Name (Caregiver)

Jane Bloggs

Submit Absence

Finally, check that the details that you have entered are correct and click the "Submit Absence" button. Your absence report will be sent to the school's Student Management System. **There is no notification when you submit the report.**

Notes

- The Absence Report feature is only for reporting daily absences - that is, your son will be absent today, so it does not ask for a date.
- If you submit an Absence Report after 5pm, the reported absence will be for tomorrow, not today.
- The Absence Report feature is not for reporting extended absences (absences that are longer than one day) or for giving advance warning of known absences. If you know in advance that your son will be away for a short period

of time, you'll need to email Absences@pnbhs.school.nz, for extended absences please email the Rector admin@pnbhs.school.nz .

Questions and Answers

My car has a flat battery and I am waiting for the AA to come. I will take my son to school but they will be late. Can I use the Absence Report feature to let the school know?

Yes, you can definitely do that. You'll select "Late" as the Absence Type, then explain about your car battery in the Absence Message.

We have to go to a tangi and aren't sure when we'll be back. Can I use the Absence Report feature to let the school know?

If you want to use the Absence Report feature, you will have to submit a separate report for each day that your son won't be at school. This is probably not a bad thing, especially since you aren't sure how long the absence will be.

What is to stop my son from pretending to be me and reporting a fake absence?

The Absence Report feature is not available for student logons, only caregivers. So make sure that you do not share your caregiver password with your son! If they somehow manage to log in as you (for example, you save your caregiver logon details on a shared device at home), some information about the device is included in the absence report (such as the device name). This will enable the school to catch your son in the act!