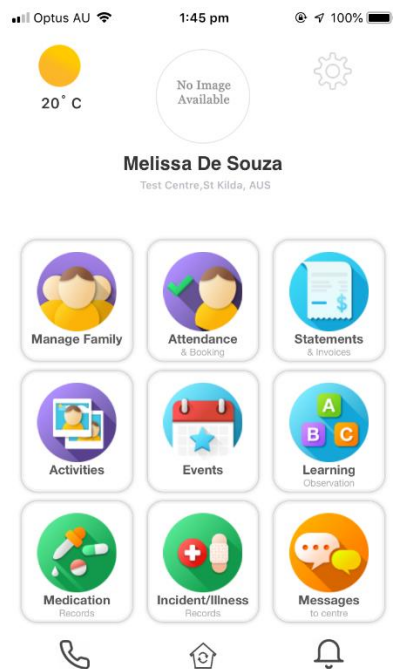


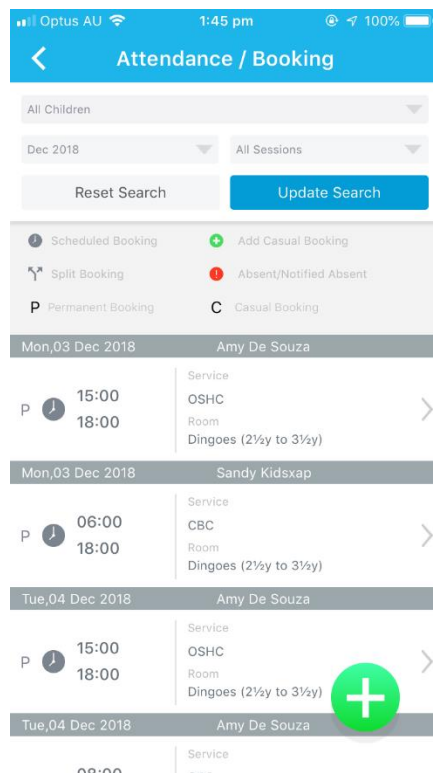
Notifying absence through the Guardian App

Before you can send a notification in Kidxap, please go to Settings on your phone & in the Kidxap section, ensure the receive notifications button has been turned on (green).

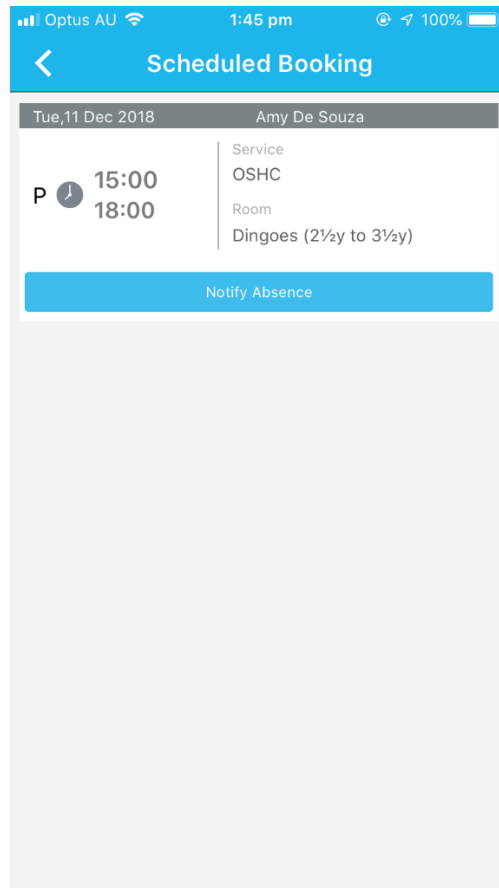
1. Click on Attendance & Booking



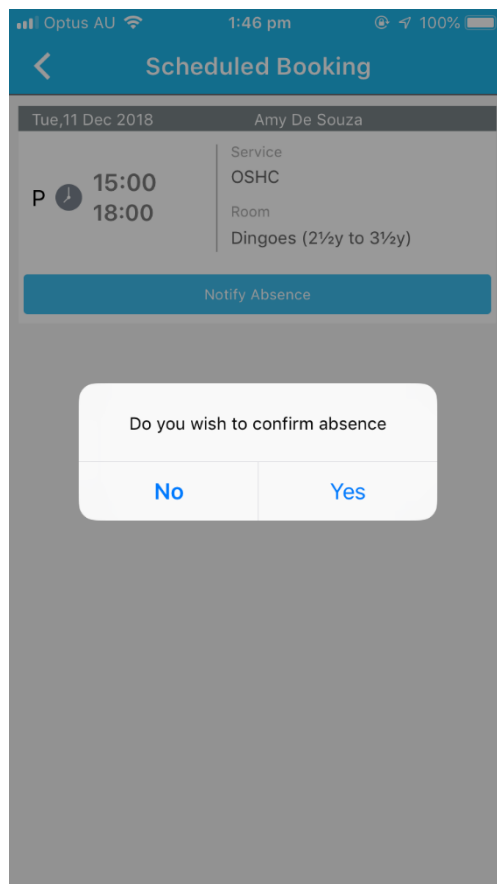
2. Click on the forward arrow on the date you need to notify absence. Please note you cannot notify absence for a past date.



3. This page will pop up where you click on Notify Absence



4. It will then ask you to confirm absence. Click Yes



5. Add the reason for the absence and click Save.

