

Parent/Carer Guide to the College Portal

[REGISTER FOR A NEW ACCOUNT](#)

OR SIGN IN

Email address:

Password:

[SIGN-IN](#)

[forgotten your password?](#)



COLLEGE PORTAL

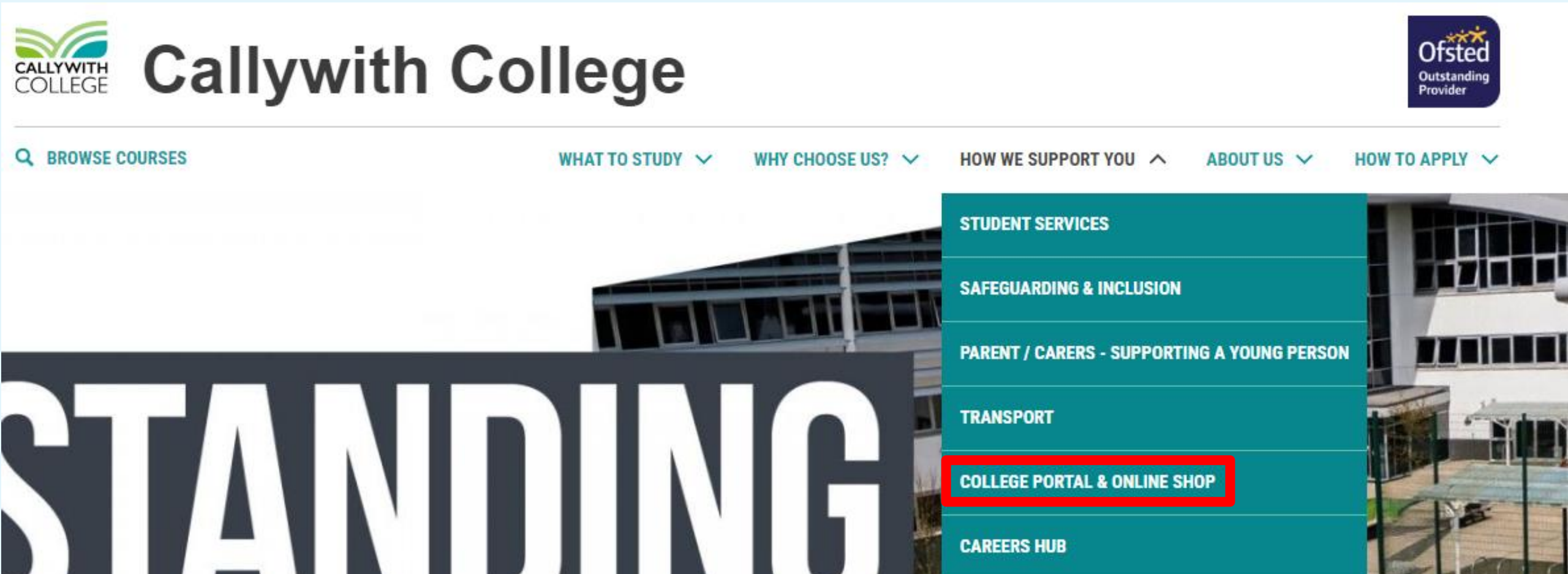
The College Portal allows you to do the following to support your young person:

- Report an absence
- View attendance
- View their timetable

Parent/Carer Guide to the College Portal

Go to the Callywith College website: www.callywith.ac.uk

and select College Portal & Online Shop from the HOW WE SUPPORT YOU menu



Parent/Carer Guide to the College Portal

Click the **College Portal** link

College Portal & Online Shop

SHARE THIS:



College Portal

The [COLLEGE PORTAL](#) allows parents / carers to report an absence for the young person, view their attendance and timetable.

Please read the [PARENT / CARER GUIDE TO THE COLLEGE PORTAL](#)

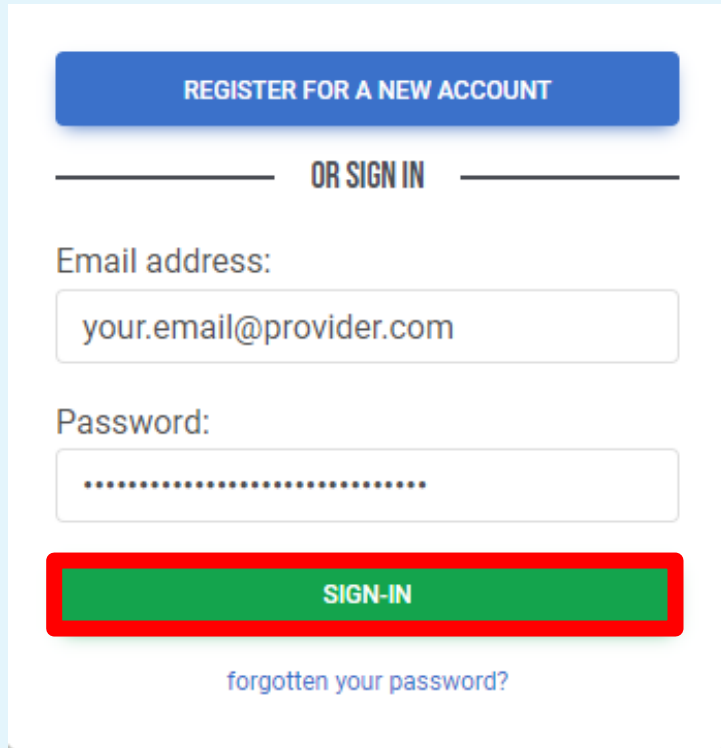
College Online Shop

The [COLLEGE ONLINE SHOP](#) can be used to purchase bus passes, parking permits, the non-returnable enrolment fee, trips, art supplies and general college items.

[COLLEGE ONLINE SHOP INSTRUCTIONS](#)
[COLLEGE ONLINE SHOP / BUS PASS FAQs](#)

Parent/Carer Guide to the College Portal

Sign in with an existing account



REGISTER FOR A NEW ACCOUNT

OR SIGN IN

Email address:
your.email@provider.com

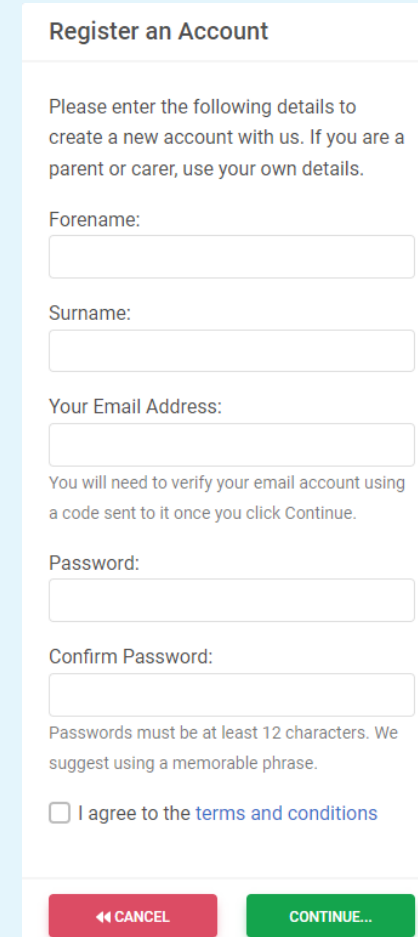
Password:
.....

SIGN-IN

[forgotten your password?](#)

OR

Register an account



Register an Account

Please enter the following details to create a new account with us. If you are a parent or carer, use your own details.

Forename:

Surname:

Your Email Address:

You will need to verify your email account using a code sent to it once you click Continue.

Password:

Confirm Password:

Passwords must be at least 12 characters. We suggest using a memorable phrase.

I agree to the [terms and conditions](#)

Please note: When registering as a parent or carer, you should use the email address listed as 'Next of Kin 1' or 'Next of Kin 2' on your young person's student record. This should not be the same as the student email address.

Parent/Carer Guide to the College Portal

This is the overview page – click the links for further information



COLLEGE PORTAL




[Home](#)

[Apply](#)

[Purchase](#)

[Your Account](#)


[Sign Out](#)



SARAH HELPMANN

Your Personal Account

[Apply to join the College](#)



JOSHUA HELPMANN

Managed Student (jh702362)

- [Report absence](#)
- [View attendance](#)
- [View timetable](#)
- [Termly reviews](#)

[Start a new application](#)

[Show 1 hidden application](#)

[College email account and password is only available to the account holder](#)


[Upload a new ID card photo](#)

[View & manage consent forms](#)

[Purchase items](#)

Attendance **82%**

Punctuality **93%**



HELPING SOMEONE ELSE

If you're a parent/carers...

[Apply to courses for someone else](#)

[Link to an existing student to purchase items](#)

Parent/Carer Guide to the College Portal

Report an absence

JOSHUA HELPMANN
Managed Student (jh702362)

Report absence

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Termly reviews

Start a new application

Show 1 hidden application

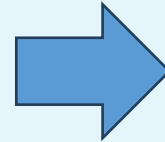
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Attendance: 82% Punctuality: 93%



To report an absence, select the lesson(s) on the day(s) which your child / young person was absent for. If they were absent for the entire day due to illness, for example, please select each lesson for that day. Multiple days and lessons can be selected periods of absence.

If your child / young person was not absent for the whole day (missing period 1 09:15-10:45 for a dental appointment) and returned to college for later lesson, please only select the lesson(s) they were not present in college for. If the absence occurs over more than a single week, submit a single week then move to the next week and repeat.

When the lesson(s) and days(s) have been selected, please then select a category for their absence from the list. If the reason for absence was for different on separate days (for example, illness on the Monday and a University visit on the Tuesday) please select and submit the days and lessons for each reason separately.

You are able to input the reason for absences in the past (up to 14 days) and up to 1 year ahead for advanced notification of absences. **Please note: it is the responsibility of the parent / carer to ensure that advanced notification of absences do not clash with examinations, coursework deadlines or planned college trips for your student. Please ask your student to confirm with their tutor and subject lecturers prior to making an advance notification of absence.**

For each submission of absence, a reason for the absence must be entered in the Additional Notes section (i.e. Planned Absence - Dental Appointment). If this information is sensitive please provide a brief reason and provide further detail to your young person's tutor. Finally, submit the absence notification using the green Submit Absence Notification.

IMPORTANT: Please do not add sensitive or confidential information to an absence message.

Instead, please give a brief reason and contact your young person's Personal Development Tutor direct to provide further detail.