



14th September 2022

Dear Parent/Guardian,

Attendance – Vsware information

It is great to welcome back all our students and to see them enthusiastic for the year ahead.

If your child has an appointment they need to attend, if they were absent or will be absent on a specific future date you go through the following steps. Please click on the link to see an instructional video. <https://support.vsware.ie/en/a-parent-sending-an-absence-request>

- Please arrange appointments outside of school hours where possible.
- Go into the VS ware app dashboard
- Click on your child profile
- Click on attendance
- Absence requests-submit
- You have the option of single day, multi day, full day and partial day
- Fill in the one you need and date, time, reason then submit. Please ensure the time for leaving and returning is correct. If they are not returning put 3.50pm as the end time.
- Please do not use this notes system if there is an error with your child's attendance. To correct this please contact me via phone (school office) or e-mail. tracytalbot@virginiacollege.ie
- Please be mindful of what you write in the notes as this information is visible to all of your child's teachers.

We would also like to remind parents that students are not allowed go up to the town after they arrive to school in the morning. The school canteen is open, any food required can be purchased there. As per code of behaviour, available <https://www.virginiacollege.ie/policies>

School starts at **8.48am** each day, students must be in their tutor class at this time.

Daily texts are sent to parents informing them that their child is late, texts will also be sent for 3 & 5 lates and detention information. This text will be sent regardless even if you have submitted a reason for the late. An explained late (dental apt, missed bus etc.) will not be counted towards late detention.

- If a student is late for roll call on 3 separate days, they will be given a warning on each occasion from their tutor. After 3 lates I meet with the student and discuss the issue with them. If they reach 5 lates they have a morning detention from 8.20am to 8.45am, this will run every Thursday in room 16.
- If the late issue still persists a meeting will be arranged with parents/guardians and there may be further appropriate sanctions.

Regards,

Tracy Talbot, Attendance Officer