



Important Attendance Information for Parents/Guardians

- ❖ School attendance is recorded using VSware and our school app.
- ❖ We encourage all parents/guardians to ensure that your son/daughter maintains a very good attendance record to provide them with the best possibility of a successful teaching and learning experience.
- ❖ Attendance notes are compulsory for all absences, late arrivals and leaving the school early.
- ❖ Please note that all parents/guardians must download our school app as all attendance notes (absence notes, late notes, permission to leaving school early notes) are submitted online using the school app.
- ❖ **Absence notes, late notes and leaving school early notes must be submitted and visible on our school system prior to your son/daughter signing in or signing out.**
- ❖ Notifications will be sent to your school app regarding your son/daughter's attendance so please ensure that your notifications for the school app are switched on.
- ❖ Parents/guardians can access and view their son/daughter's attendance record on VSware.
- ❖ Please do not hesitate to contact us if you need support regarding your son/daughter's school attendance.

Setting Up Your Account on the School App:

- ❖ The school will send a text message to the phone number that you supplied to the school and this message will contain your username for the school app. (Please ensure that the phone number that you supplied to the school is correct and if that number ever changes then please let us know ASAP.)
- ❖ Download the school app by clicking on the links available on our school website, www.blackwatercs.com
- ❖ Follow the steps to log-in. You will be sent an original 8-digit code to log-in for the first time but please then create your own new password.

Absenteeism

- ❖ **PLEASE NOTE: We are obliged to report all students who are absent for 20+ days in a school year to the Educational Welfare Officer via the Tusla Returns.** Sick days, holidays, explained absences and unexplained absences all count towards this.
- ❖ If your son/daughter is absent, then an absence note with an explanation must be submitted ASAP using the school app.
- ❖ A long-term absence can be entered using a single absence note by filling in the date range correctly. Please do not include the date that your son/daughter is returning to school on the absence note. If your son/daughter will be absent for just one day, then the date range will begin and finish on the same day.
- ❖ A notification will be sent to your school app if your son/daughter is absent without a note. This notification will continue to be sent until a note has been submitted.
- ❖ Any mistakes in absence notes can be corrected by resubmitting a new note online.

- ❖ It is important to ensure that notes are submitted in a timely fashion so that school absences can be recorded as explained rather than unexplained.
- ❖ **If your son/daughter is absent for 5 & 10 days**, you will be contacted by the school to ensure that you are aware of this and to ensure that notes have been submitted to explain these absences.
- ❖ **If your son/daughter is absent for 20+ days**, you will receive a letter/email from the school to inform you that your son/daughter's name will be included in the mandatory Tusla Returns as mentioned above.

Lateness

- ❖ Tutor roll is taken and recorded at 08:40 on Monday, Tuesday, Thursday and Friday mornings. Every student must attend their tutor meeting on these mornings. Classes then begin at 08:45.
- ❖ There is no tutor meeting on Wednesday mornings. Instead, students go straight to their first class which begins at 08:35 and their class teacher records the morning roll.
- ❖ If your son/daughter arrives to school after tutor meeting or after the start of the 08:35 class on Weds, then he/she is late and must digitally sign in at the tablet in the office before attending class.
- ❖ A notification will be sent to your school app if your son/daughter is registered as being late to school without a note. Please only submit a note for lateness if there is a valid reason.
- ❖ When a note is submitted, it is recorded as an L1 or AbE to signify Explained Lateness/Explained Absence and no further action is needed.
- ❖ If a note is not submitted, then it is recorded as L2 or Abs signifying Unexplained Lateness or Unexplained Absence. These are dealt with through our discipline system. An accumulation of 3 L2's means the student must complete an **after-school detention**.

Attendance Procedures

Signing Out

If your son/daughter needs to leave school:

For reasons of health and safety and child protection, a parent/guardian must be present at the school office when a student is signing out. A phone call from a parent/guardian or a permission to leave note through the school app is not sufficient. A student will not be permitted to leave the school unless a parent/guardian is present.

- i. Parent/guardian submits a 'permission to leave note' on the school app **prior to the student leaving the school** and gives a reason for the student leaving. This note must be submitted and visible on our system before the student leaves.
- ii. Parent/Guardian presents themselves at the school office & signs the attendance logbook.
- iii. Student signs out on the tablet by clicking on the 'PERMISSION TO LEAVE' section.

If your son/daughter is signing in late:

- i. Student enters the school via the main door and goes directly to the school office.
- ii. Student signs in digitally on the attendance tablet by clicking on the 'LATE' section. (An attendance logbook will be present if the tablet isn't available.)
- iii. Student goes straight to class.
- iv. As mentioned above, a Parent/Guardian may submit a late note on the school app prior to the student entering the school with a reason for the lateness. A late note must still be submitted even if a parent/guardian presents themselves at the school office with their son/daughter. **Please note the disciplinary procedures mentioned above if your son/daughter reaches 3 L2 marks in their attendance.**

If your son/daughter is signing back into school after signing out:

- i. Student goes to the school office and signs in digitally on the tablet in the 'RETURNING TO SCHOOL' section.
- ii. Student goes straight to class.

Please note no 'late note' needs to be submitted to sign back in when returning to school after signing out as there should already be a 'permission to leave' note on the system explaining when and why he/she signed out earlier and what time he/she was expected to return.

If you are having difficulties logging in or accessing your account on the school app at any stage, please contact the school or Unique Publishing directly ASAP. Contact details for Unique Publishing can be found on their website www.uniquepublishing.ie