



PARENT ATTENDANCE GUIDE 2025/26 Salesian Secondary College

IMPORTANT UPDATE

We have moved all attendance processes to the UNIQUE School App. Parents should **no longer use VSware for attendance notifications.**

The UNIQUE School App is now your ...

..single point of contact with the school

unless you need to speak with us directly.



ATTENDANCE SUBMISSIONS

All attendance requests must be submitted before 8:30am on the day required. Please submit all forms through the UNIQUE App in a timely manner to allow processing time.

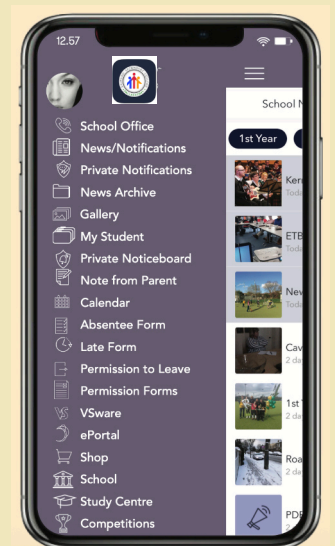
DIGITAL ATTENDANCE FORMS

The UNIQUE Salesian Secondary College School App offers three attendance forms:

- 1. Absence Form** - For notifying full-day absence
- 2. Late Form** - For informing late arrival to school
- 3. Permission to Leave** - For early departure requests (if submitted after 8:30am, please telephone the Office)

SIGNING OUT PROCEDURE FOR EARLY DEPARTURES:

- Parents must come to the Office
- Staff will verify permissions
- Parents sign out using the digital device at reception
- Students cannot leave until this process is complete
- Parents receive an automatic notification of sign-out



UNPLANNED ABSENCES

If your child is absent without a note, you will receive an Alert. Tap this to complete a pre-populated form.

If you believe your child is in school, select 'Please Check' for staff verification.

LATE ARRIVALS

Students must sign in at Reception when late. Parents and Year Heads receive an arrival confirmation. Regular lateness will be addressed by Year Heads and may result in detention.



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1. ABSENTEE FORM

Select student name

Select date from drop down box

Select date / 'not sure' from drop down box

Select reason from drop down box and add further information as applicable



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2. LATE FORM & NOTE FROM PARENT

Select recipient from drop down list

Type in custom note

Click & sign using your finger

Select reason from drop down list

Type in further details as necessary

Click & sign using your finger



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3. PERMISSION TO LEAVE EARLY

Parents must use the Permission to Leave Early Form in the App to notify the school that their child needs to leave the school early. This is generally used if your child has an appointment.

Permission To Leave

Permission To Leave | History

Current timezone: GMT+0100 (IST)

Student

Name
Sophie Mcmanus

Year
2nd

Class (Optional)
St. John's

Leave Info

From
2018-04-26 6:51 AM

Until
2018-04-26 11:57 AM

Reason
Medical

Further Details
Dentist

Submit

Permission to Leave

Permission To Leave | History

Current timezone: GMT+0100 (IST)

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Sent on Thu, 26 Apr 2018

Student Name Sophie Mcmanus

Reason Medical

Departure Time Thu, 26 Apr 2018 7:51 AM

Return Time Thu, 26 Apr 2018 12:57 PM

Year 2nd

Class St. John's

Details
Dentist

Sent on Mon, 23 Apr 2018

Student Name Cathal Mcmanus

Reason Medical

Departure Time Mon, 23 Apr 2018 4:32 PM

Return Time Mon, 23 Apr 2018 5:43 PM

Year 1st

Class N/A

Details
Dentist

Sent on Wed, 7 Mar 2018

Student Name Sophie Mcmanus

Reason Sick

Departure Time Wed, 7 Mar 2018 6:41 AM

Return Time Wed, 7 Mar 2018 7:42 AM