# Attendance Forms, Late Sign-In & Sign-Out Procedures
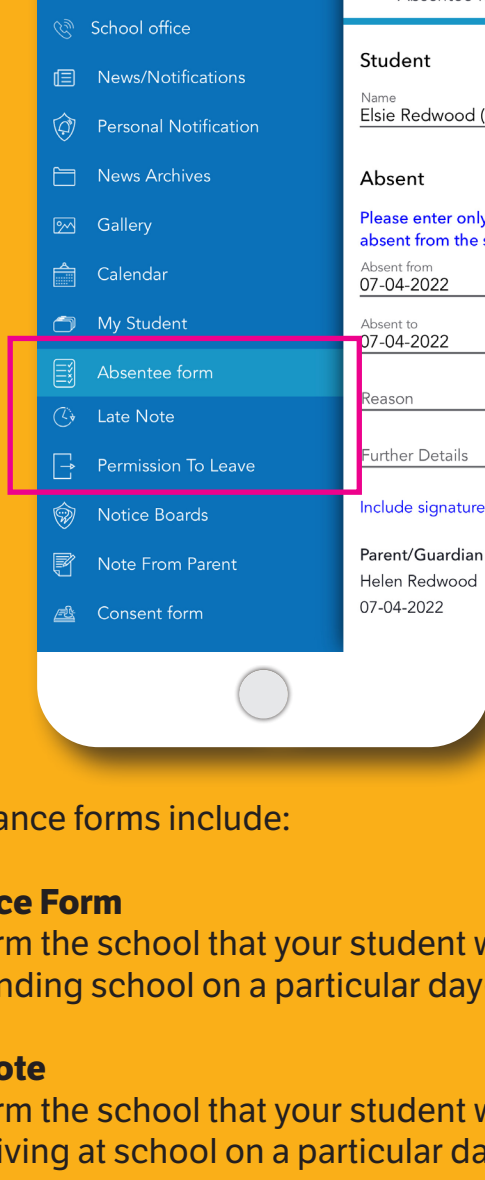
The Harold's Cross ETSS App provides a centralised platform for the digital submission and processing of Attendance Forms.

**All attendance forms for Absence/Late/ Permission to Leave MUST be submitted to the school in time for school staff to process the forms.**

**It is very important that parents complete and submit the attendance forms required in a timely manner.**

**Please use the appropriate form, select your student, indicate date(s) applicable and complete 'Reason' and 'Further Details' which apply. Then SUBMIT.**

**Please only use the digital Attendance Forms here in the App – emails, phone calls to the office or written notes can no longer be accepted.**



Attendance forms include:

**Absence Form**
To inform the school that your student will not be attending school on a particular day(s).

**Late Note**
To inform the school that your student will be late arriving at school on a particular day(s).

**Permission To Leave (PTL)**
To inform the school that your student needs to leave the school early on a given day.

Parents will receive a personal notification to confirm your permission has been approved. Students are not permitted to leave the school without an approved Permission to Leave.

## SIGNING OUT PROCEDURE
Students are to present themselves at the school office where a member of staff will confirm their permissions and sign them out.

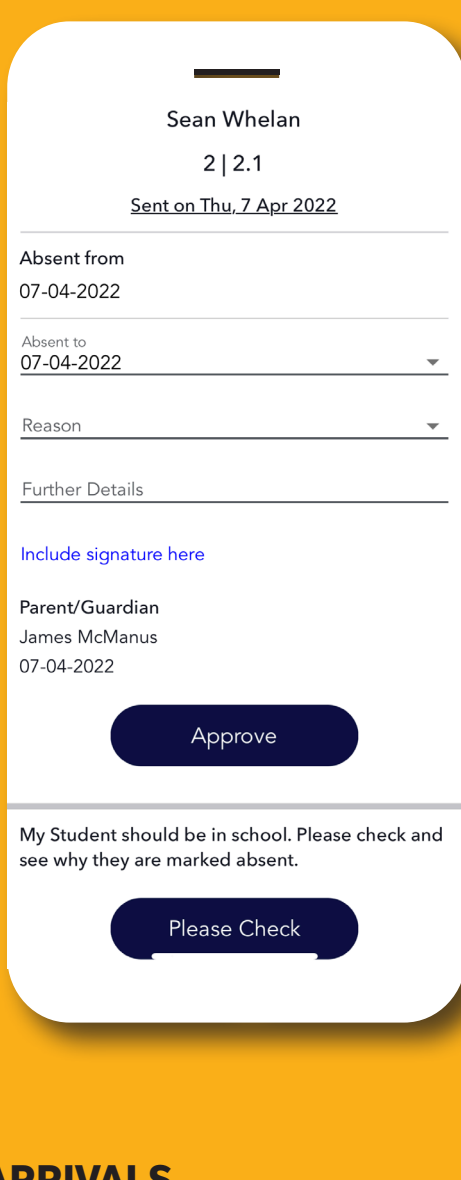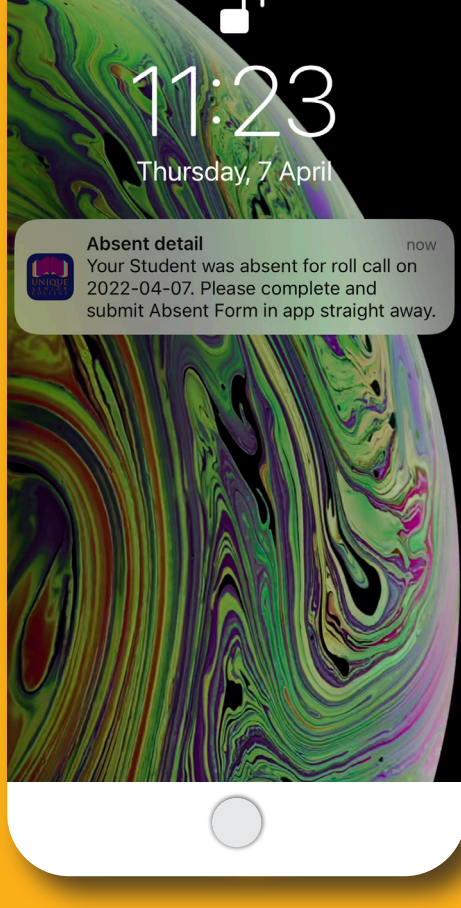Parents will receive a notification that the student has signed out.

## IF YOUR STUDENT IS ABSENT WITHOUT A SUBMITTED NOTE:
The school's App will send you an Alerted Notification.

Simply tap the notification and it will open a pre-populated form. If you are aware of your student's absence and you did not submit a form before 08:30am, please fill in the details on the form, sign and APPROVE.

If you believe your student is in school and there is an error in the Absence Notification then select 'Please Check' and a member of the school staff will double check the absence.

The school will update you as soon as possible to confirm that either your student is not in class OR there was an error in the roll call.





## LATE ARRIVALS
Students must sign in on the tablet at Reception when arriving late. Parents will receive an Alerted Notification to confirm your student's arrival and sign in.