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<u>Students Attendance and Absence</u>

Dear Parent/Guardian,

In an effort to create better communication between parents and Scoil Dara we provided parents with access to the absence feature on Vsware in October 2024. We request that all Parents/Guardians download the free Vsware app onto their mobile devices if they have not already done so, as this is the most efficient way to use this new feature. Using this App, parents are now required to submit absence requests on Vsware in advance of full or partial absences.

<u>This means that Scoil Dara will no longer be accepting Journal notes or emails in relation to absences or appointments</u>.

If your Son/Daughter is absent from their tutorial roll at 9.00am without a reason being submitted through the app a notification will be sent to your device stating that they are absent from school. This notification will be sent before 10.00am.

In addition to mandatory reporting to Tusla, it is imperative that at any given time we know the location of and numbers of students in the building.

This feature is now live for parents and as always we appreciate your support with this.

This feature enables us to maintain more accurate and up to date records of attendance.

If you are encountering any issues with using/accessing Vsware please contact ronanmccabe@scoildara.ie

<u>Please attached a link to Vsware user guide for entering absences</u>

https://support.vsware.ie/en/submit-an-absence-request

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A Guide to using the Absent feature on Vsware

Step 1 Download the App to your Phone, Laptop, or Computer

Step 2 Get your username from the school (received through text message). Most will have it already but if you have lost it you will need to contact the school for it ronanmccabe@scoildara.ie

 Step 3 Reset your password (if required).

Step 4 Log into your account. This will take you to the parent's dashboard.

 Click on the profile picture.

Click on attendance where you see "Learn More"

Step 5 On this page you can review a summary of student attendance to date and you can see additional information by clicking the blue **Details** tab.

If you want to register details of an absence, click on the **Submit Details** tab. If you want to submit an absence request for a single day, then click the highlighted **Single Day** and if you would like to enter a number of days absence then select **Multi Date** (in the case of an extended illness/holiday etc.).

Record the details, date, type of absence from the dropdown menu. Submissions like "Out due to illness", "Family Holiday" "Driving test" will suffice. If a more detailed account is needed, please contact the relevant Year Head.

Part-day Absences due to appointments/events. If your son/daughter is late for school you can select **Partial Day** and enter the details of late arrival to school. Here you **enter a start time and finish time for the absence**, useful when: "Traffic delays" "Bus doesn't arrive on time" etc.

Select **Excused Late** in this case from the dropdown menu as the absence was unavoidable.

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Notes Outstanding: If there are **Outstanding Unexplained Absences** on your account they will appear on your dashboard as shown below and they all need to be cleared.

Click on the word **here** to get details. You must enter a reason explaining why your son/daughter was marked Unexplained Absent from assigned classes. If your

son/daughter has missed a number of days or classes or has been marked **Unexplained Absent** for any reason, then your dashboard will show all the instances listed. You are required to **Select** and submit an **Absence Request** for each one.

You will receive the following confirmation that your request has been submitted. In the case of an absence that runs over a number of days please use the **multiple day feature**.

We encourage you to:

Check your account on a regular basis and look over the recorded attendance.

Make sure to activate push notifications on your phone for VSware so we can send you information on school activities.