



**Practise Document for Attendance Tracking and Recording**  
**Below is a guide to the Attendance and Absence recording in Donabate Community College.**

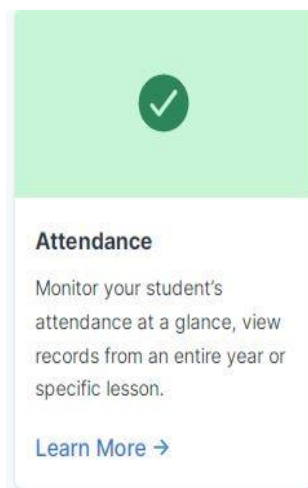
Dear Parents and Guardians,

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The notes below explain the procedures in our school to track attendance and absence of our students. 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 information is needed for evacuation and emergency purposes.

There have been occasions when students have requested their attendance record for applications to further education.

Our management information system is Vsware. The attendance icon is accessible through the parent dashboard.



**Our procedures:**

- Class Rolls are called at the beginning of each class.
- **An unexplained absence is recorded as the Code F.**
- Where an absence request is approved, the Absence Code will display for the teacher on the class roll.
- If a student attends Learning Support class at that time, their LS teacher will mark them as WD (Withdrawn).



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- In the event of a student taking part in a school activity, the teacher facilitating that activity will mark the student as SCH. Teachers often add a note as to the activity, but this is not a requirement.
- The code SCH is recorded as a school attendance.
- The initials of the staff member who marks the roll or approves an absence request displays on the attendance record.

### **Guide for the absence request facility:**

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

The attached guide page from VSware has a link to a short video which walks you through the process of requesting an absence or permission to leave early.

Explanations for late arrival can also be submitted through this facility as a partial day absence.

### **Tusla Absence Codes as they apply to absence requests:**

**A=Illness**

**B=Urgent Family Reasons**

**E=Other explained absence (please state briefly the reason in the text box)**

**All requests received in advance of 8.30am each morning will be processed before 10am. At approximately 10am, a text is sent to parents/guardians of those students who are displaying as absent unexplained.**

**Unexpected events can happen on any given morning, if you were unable to submit your request before 8.30am, please do so after the text from school is received. The record of your son/daughter will then be updated.**

### **Transition Year Students:**

- **Work Experience** is a core part of the TY Learning Experience.



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- The minimum requirement is one day per week (Wednesday); however, we support a student who secures a block work experience.
- In order that the attendance record is correct, all work experience is recorded on the system by the Programme Coordinator following consultation with parents and guardians.
- The activity is recorded as a school activity, SCH, part of the TY Learning Experience and noted as such on the record.
- **All work experience must be notified to the Programme Coordinator through the forms link provided separately.**
- **The Programme Coordinator will liaise with parents/guardians. Parents/Guardians do not use the absence request facility to record work experience as there is no facility to request work experience, all requests are for absent days and are recorded as an absence for reporting purposes.**

#### **Work Experience Links:**

##### **Wednesday Work Experience: One Day**

<https://forms.office.com/e/Q610sxWdP8>

##### **Block Work Experience: Multiple days**

<https://forms.office.com/e/TxJXjZwHxq>

#### **Power Outages:**

In the event of a power outage, we are unable to send the unexplained absence text to parents. On return of power, we endeavour to allow time to update rolls and clear the absence requests received in a short a time frame as possible. We will issue a text to parents with the most up to date information available at that time.

#### **The purpose of these procedures:**

- To ensure the safety of students
- To give recognition to students for high rates of attendance.



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As always, we appreciate your partnership in this work.

Donabate Community College

