



# GLANMIRE COMMUNITY COLLEGE

COLÁISTE POBAIL GHLEANN MAGHAIR

GLANMIRE, CO. CORK, T45 W965

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Roll no. 76064 F

## Attendance

We would like to remind parents of the importance of providing a note of explanation in their child's journal for all absences from school. For our students to take full advantage of the educational opportunities offered in our school, it is vital that each student is at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Our established procedures require parents to contact the school to let us know if a child is going to be absent and to also provide a written explanation, via the school journal, to account for all absences. This will be checked by Class Teachers on their return to school, as it is of the utmost importance that we have accurate records of the attendance of all students.

Please note you can check your child's daily attendance by logging into your VSWare account and accessing the Attendance Tab. We thank you for your support in ensuring your child's consistent school attendance and participation, as absenteeism has a negative impact on student engagement and learning.

Parents are asked to note that, beginning in September, where a student is absent from school after 9.30am without an explanation, a text will be issued through our VSWare school management system to the child's parent who is registered on the system. Parents are then asked to follow up with the school immediately.

## Signing out of School

Parents and students are asked to ensure that appointments such as GP visits, physio etc. are made outside of school times. Where signing the student out of school is unavoidable, parents and students are asked to note that there will be designated times for students to be signed out of school. Students will not be permitted to sign out of school outside of these times.

**Monday to Thursday**

Students can be signed out between 11.30am to 12.00pm and between 1.30pm to 2.00pm.

**Friday**

Students can be signed out between 11am to 11.30am

Designated signing out windows during the school day will ensure improve monitoring of student attendance and more manageable workflows in the school office. Where a student is being signed out for an appointment the student must present their Class Teacher with a note from their parent at registration which will be signed by the Class Teacher. This signed note must be presented by the student at the school office when being collected by his/her parent.