

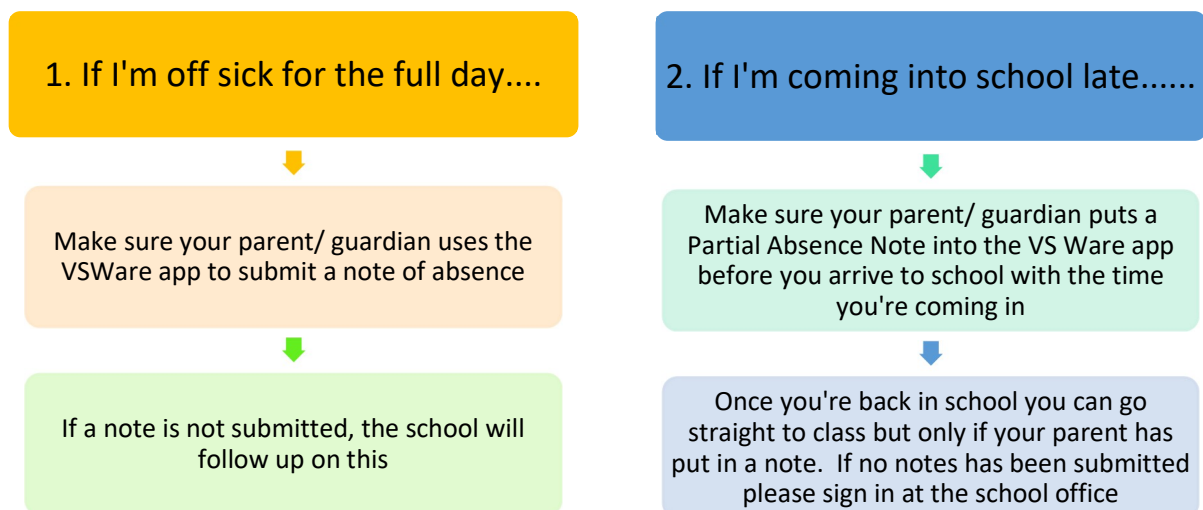
Absences, Leaving School Early and Arriving Late



Please make sure your parent/ guardian has downloaded the VSWare app

Please ensure if you have an appointment and need to leave early, are out sick for the day or late that your parents submit a note on the VS Ware app before 9am on the day of absence or day of appointment.

The system will not allow them to input after school starts.



Sometimes you might have to leave school early. This could be planned (doctor/dentist appointment etc) or unplanned (feeling unwell in school and need to go home).

3. If leaving early (planned)



Make sure your parent/guardian has a Partial Absence note put in on the VS Ware app, ideally the day before



Your note needs to have the exact time you're leaving and if you'll be returning to school



Before leaving school, check with the secretary that we have received the note. **Parent must come into the school and sign you out at the office.**



If no note is received, you will have to go to management for approval

4. If leaving early (unplanned)



If you're feeling unwell, with your teachers permission go to the area beside the vice principals office



Management will ring home for you to be collected
DO NOT RING HOME YOURSELF