**VS Ware**

* It is very important that an **accurate** roll is taken 1st class and 7th class every day. Mark your class roll based on who is sitting in front of you and not on previous rolls.
* It is very helpful if an accurate roll is taken **for every class** to help track student’s attendance.
* If a student isn’t sitting in front of you mark them as absent or SCH if they are at a school activity.
* If a student arrives late to your first class in the morning **with a late slip** the office will mark them as late, there is no need for you to change them from absent to late.
* If a student arrives late to your first class **without a late slip**, send them to the office to get one.
* If a student arrives late to class, other than your first class, mark them as late. There is no need to send them to the office for a late slip. These lates are been monitored. If the student is persistently late inform their year head.
* If a student is marked as ABN (explained absence) please continue to mark them as ABN for your class. Changing them to ABS (unexplained absence) will result in their household receiving a text message.