

News & Tips

Compass



Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child.

To view your child's attendance, click on the Profile link on the home page and click the Attendance tab.

Notes/Approvals

This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notices (both past and future).

Unexplained

This sub-tab provides a list of all unexplained absences and lates from class. From this tab you can click to approve specific absences.

Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading of interest.

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

- NP Scht** - Not present in class and is explained by a school related activity.
- NP Parnt** - Not present in class and is explained by a parent note.
- NP Unap** - Not present in class with no explanation entered.

Attendance: Adding an Attendance Note/Approval

1

From the Compass home screen (or from your student's profile), click the 'Add Attendance Note/Approval' item.

2

- From the pop-up window,
- Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button.

Note:

Where possible, notes should be entered prior to the absence occurring.

Adding a Note or Approval

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

Attendance: Attendance Note/Approval Required

Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

The screenshot shows the Compass system interface for a parent. The user is Mrs Molly WEASLEY. The student profile is Ronald (Ron) WEASLEY, 12A, Year 12. The 'Attendance' tab is active, and the 'Unexplained' sub-tab is selected. A table of unexplained absences is displayed:

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM	07	JDLF	JDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED	JDLF	JDLF	Late

An 'Attendance Note/Approval Editor' window is open, showing the following details:

- Person:** Ronald WEASLEY
- Reason:** Enter a reason...
- Details/Comment:**
 - Medical:** Student is not at school for medical reasons.
 - Dentist:** Includes dentist, orthodontist, or similar.
 - Bereavement:** Includes funeral, death in the family, absence due to a death.
 - Truancy:** Parent knows about absence, but doesn't approve, or parent doesn't know about absence.
 - Parent Choice:** Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.
 - Family Holiday:** Student is away on a family holiday.
 - Religious/Cultural Observance:** Student is kept away from school for a religious or cultural reason.

The interface includes navigation buttons: Audit, Save, and Cancel.

Please note that you cannot edit your notes or approvals after they have been created. If you do need to make any amendments please contact the school office and we will do this for you.