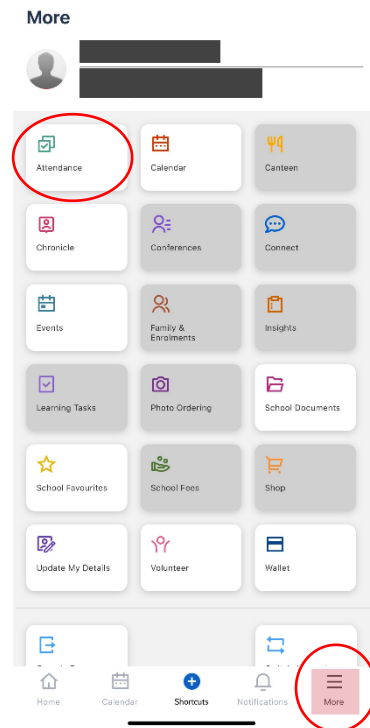
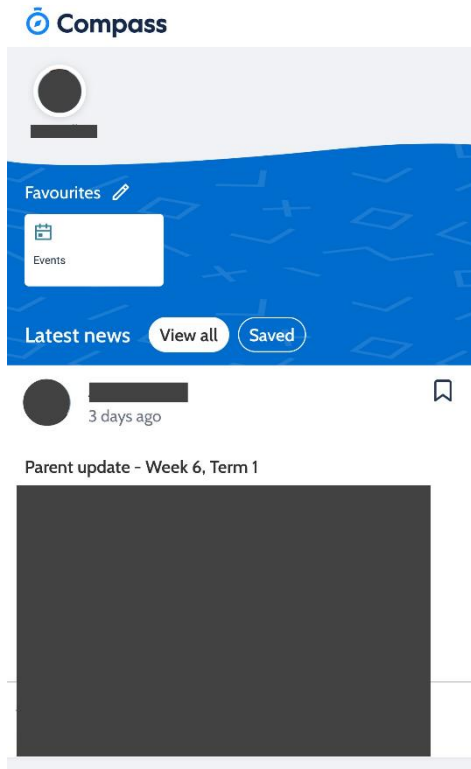


# Entering Reasons for Unexplained Absences in Compass

## ENTERING REASONS FOR UNEXPLAINED ABSENCES ON COMPASS (MOBILE APP)

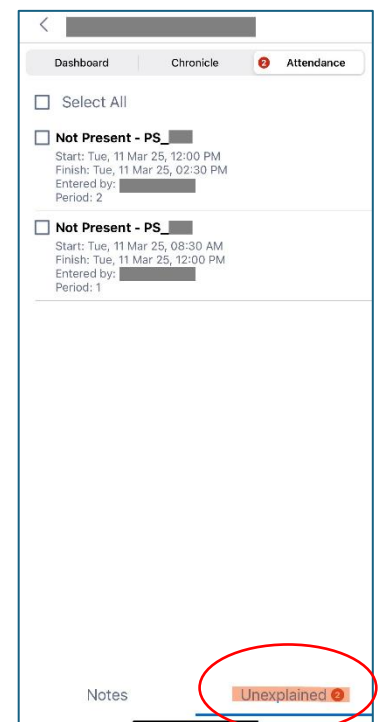
1. Log on to Compass, on the Home page, click on **More** on the bottom right. Then select **Attendance**.



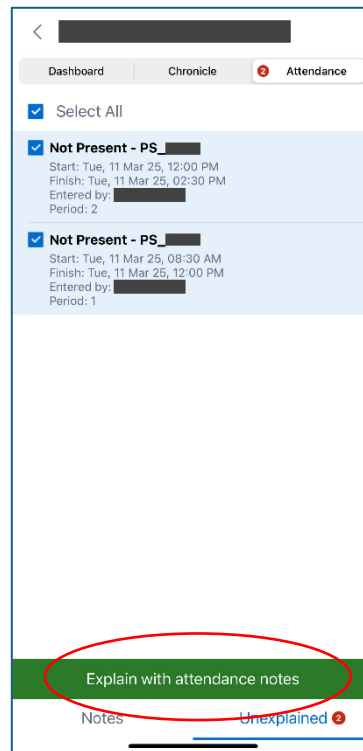
2. Select **Unexplained** from the bottom tabs. It will show how many unexplained absences there are.

Please note Period 1 is for the morning session 8.30 am – 12 pm and Period 2 is from 12 pm – 2.30 pm.

If there are 2 notices showing up for the same day with Period 1 and Period 2, that means the child is absent for the entire day.



3. Tick the box next to all or some absences listed.
4. Click **Explain with attendance notes**.



5. From the pop-up box, choose a reason for the absence and then enter the details in the box. Press **Save**. This will then be reviewed and processed by the School Administration.

Cancel Explain Attendance Notes

Reason None >

Details / Comments \*

Save

<

Notified as Sick

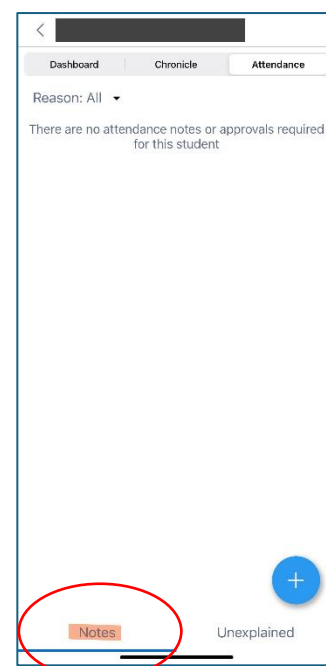
Cultural Absence

Authorised Vacation

Reasonable Cause

## Future Absences

If your child has any absences in the future, you can let us know by entering these directly into Compass in the attendance Section, on the **Notes** tab.



6. Select the most appropriate **reason** for the absence from the list.



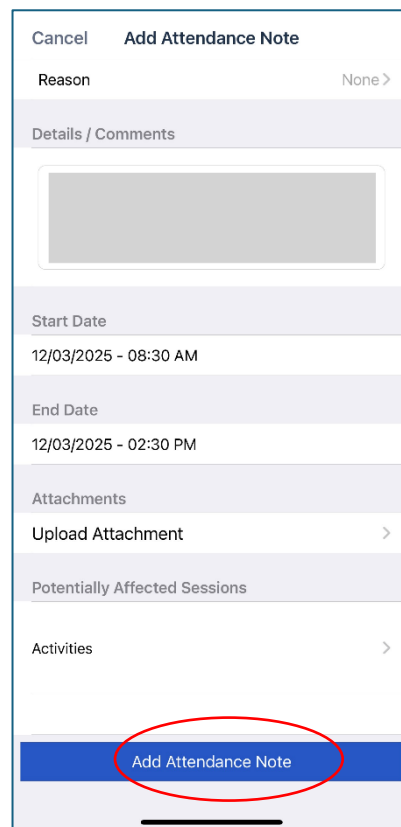
A screenshot of a mobile application interface showing a list of reasons for absence. The list is contained within a white box with a blue border. At the top left of the box is a back arrow icon. The list items are: "Notified as Sick", "Cultural Absence", "Authorised Vacation", and "Reasonable Cause". Each item is separated by a thin horizontal line.

7. Enter the comments for the absence in the **Details/Comments** section.

8. Select the correct **date and time** for the attendance note/absence.

9. If there are any **attachments** to show evidence of the absence (eg a medical certificate or an appointment booking), you can add them as well.

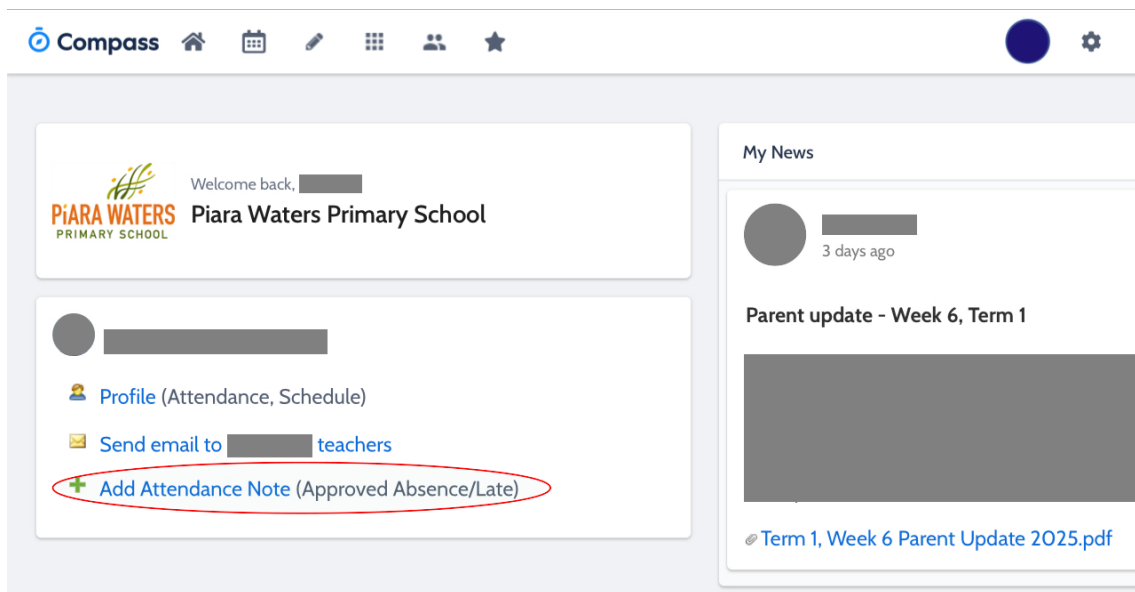
10. Then press **Add Attendance Note**



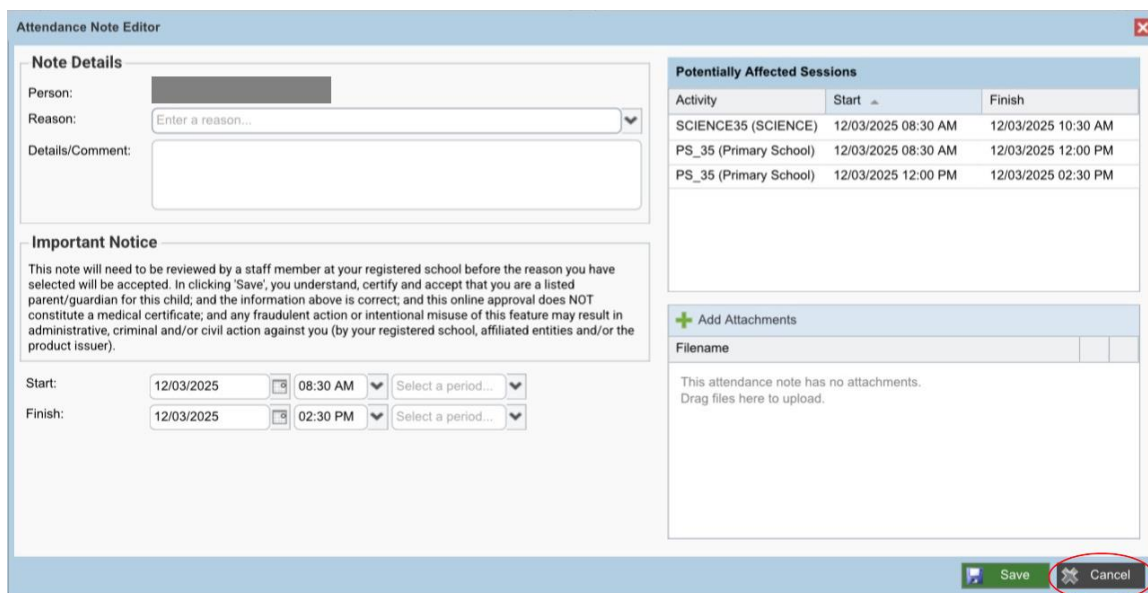
A screenshot of a mobile application interface for adding an attendance note. The screen is titled "Add Attendance Note" with a "Cancel" button on the left. The form contains several sections: "Reason" (set to "None >"), "Details / Comments" (with a large grey text input area), "Start Date" (12/03/2025 - 08:30 AM), "End Date" (12/03/2025 - 02:30 PM), "Attachments" (with an "Upload Attachment >" button), "Potentially Affected Sessions", and "Activities" (with an "Activities >" button). At the bottom, a blue button labeled "Add Attendance Note" is circled in red.

# ENTERING REASONS FOR UNEXPLAINED ABSENCES ON COMPASS (DESKTOP COMPUTER)

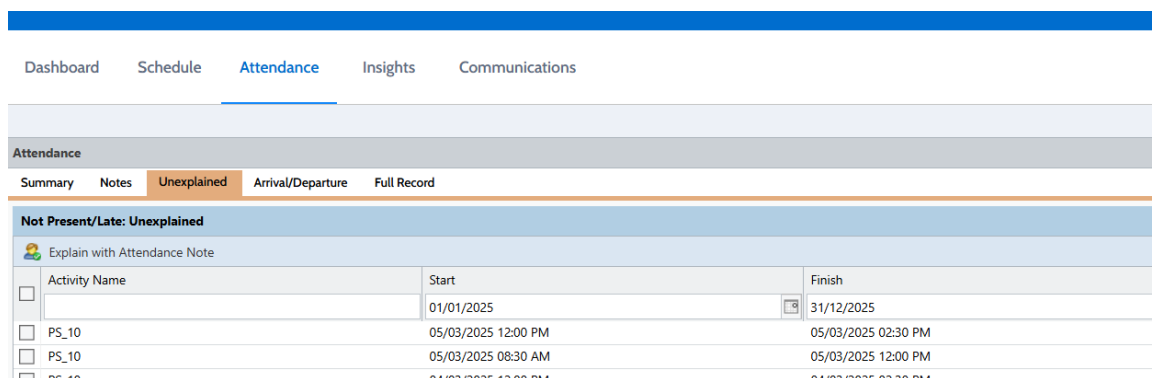
1. Select **Add Attendance Note** from the home screen.



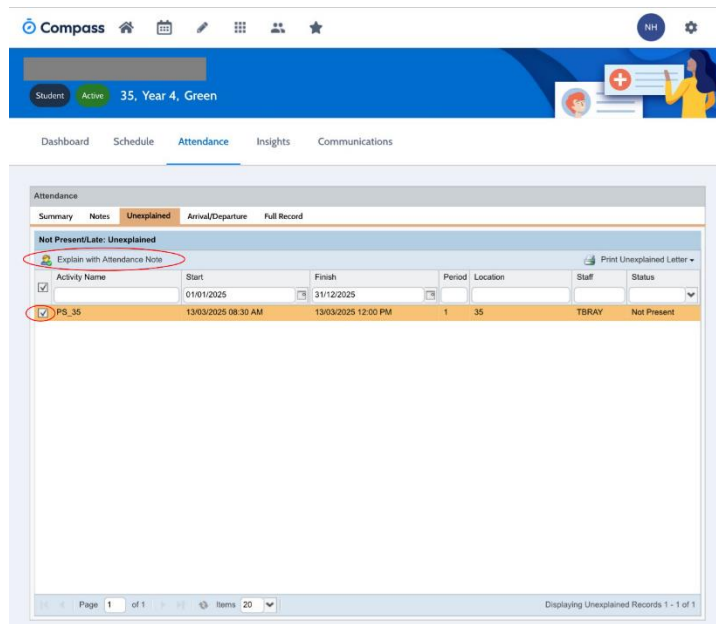
2. From the **Attendance Note Editor** tab, choose **Cancel**.



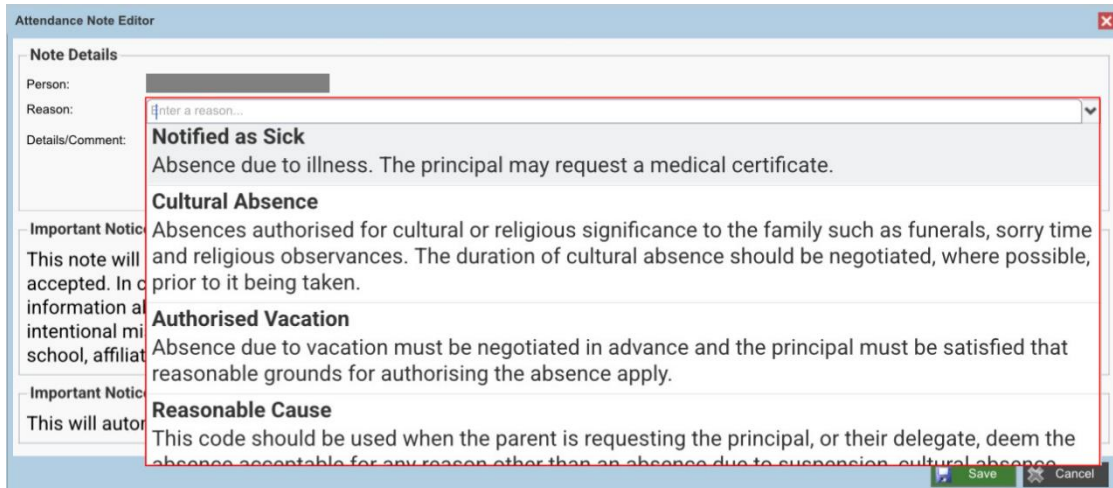
3. From the **Attendance** tab, choose **Unexplained**. You will see a list of the unexplained absences.



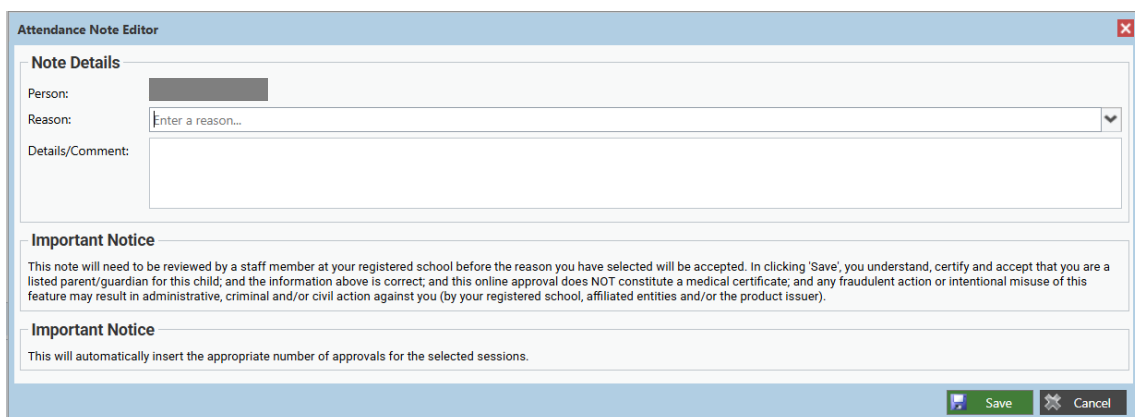
4. Tick the box next to all or some of the absences listed. Press on **Explain with Attendance Note**.



5. From the pop-up box, choose a **Reason** for the absence and then enter the **Details** in the box.



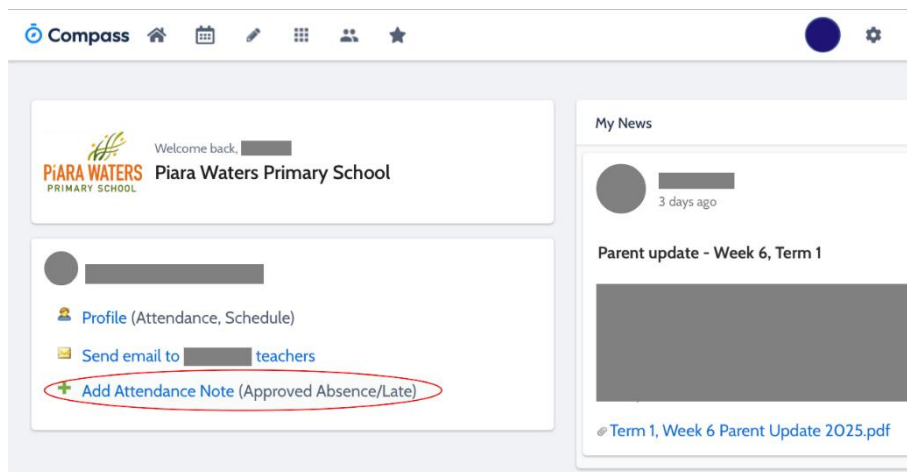
6. Press **Save**. This will then be reviewed and processed by the School Administration.



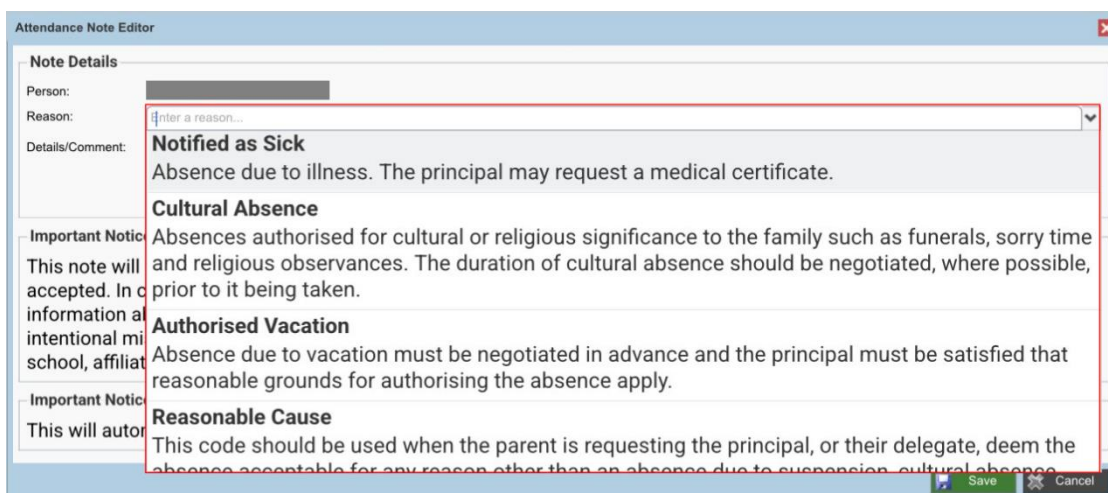
## Future Absences

If your child has any absences in the future, you can let us know by entering these directly into Compass on the **Notes** tab.

1. Select **Add Attendance Note** from the home screen.



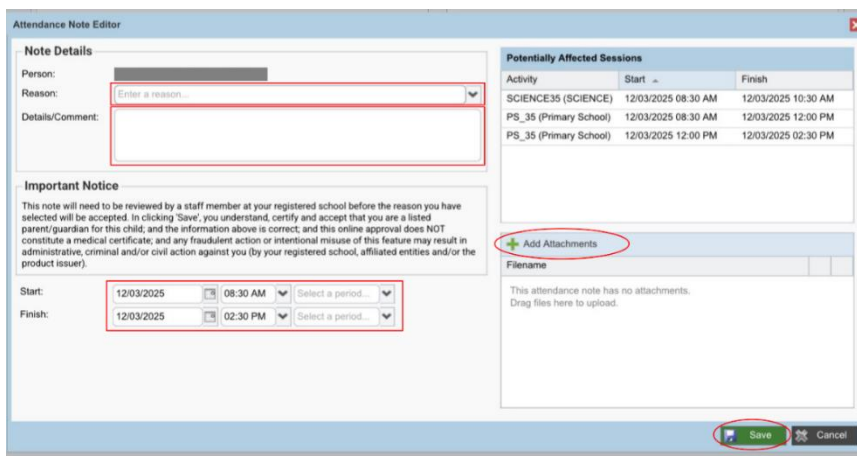
2. Select the most appropriate **Reason** for the absence from the list.



3. Enter the comments for the absence in the **Details/Comments** section.

4. Select the correct **date and time** for the attendance note/absence.

5. If there are any **attachments** to show evidence of the absence (eg: a medical certificate or an appointment booking), you can add them as well.



6. Press **Save**. This will then be reviewed and processed by the School Administration.