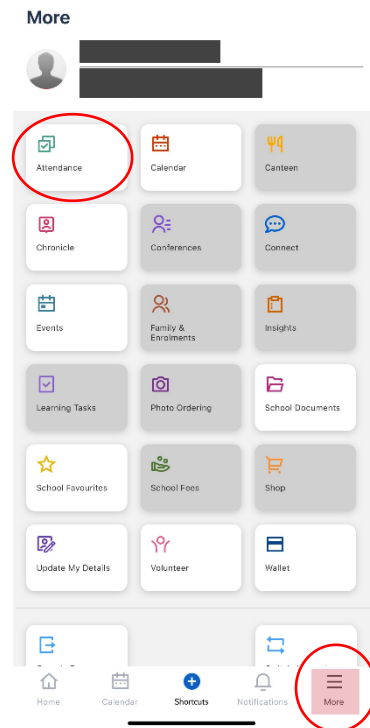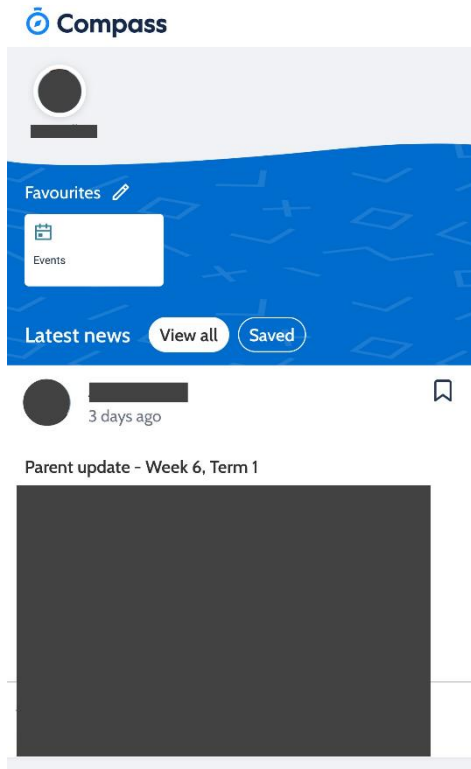# Entering Reasons for Unexplained Absences in Compass

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.
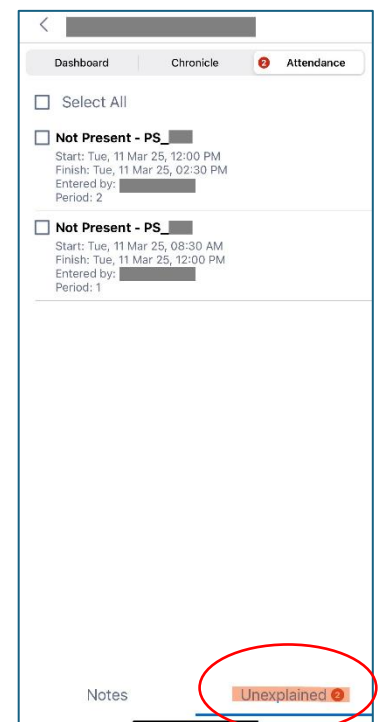
3. Tick the box next to all or some absences listed.

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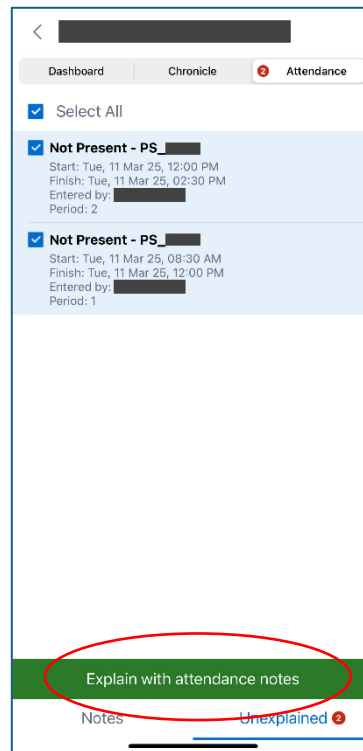
5. From the pop-up box, choose a reason for the absence and then enter the details in the box. Press **Save**. This will then be reviewed and processed by the School Administration.

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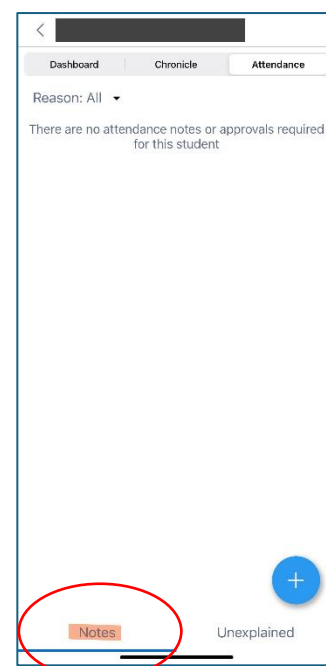
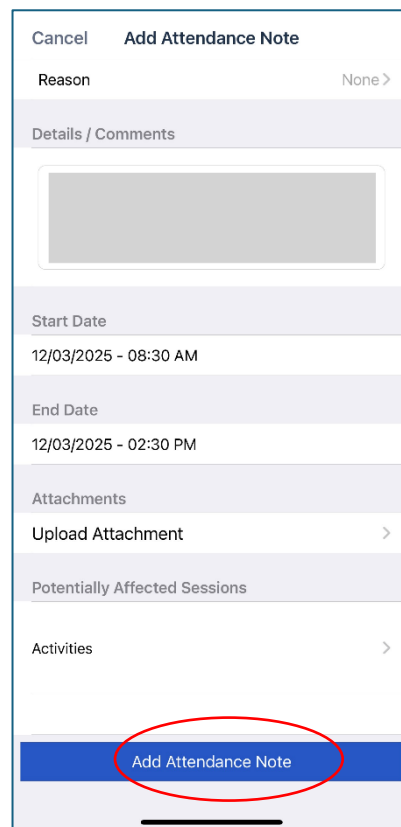6. Select the most appropriate **reason** for the absence from the list.


```
<
Notified as Sick
Cultural Absence
Authorised Vacation
Reasonable Cause
```

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**


```
Cancel        Add Attendance Note
Reason                              None >

Details / Comments



Start Date
12/03/2025 – 08:30 AM

End Date
12/03/2025 – 02:30 PM

Attachments
Upload Attachment                      >

Potentially Affected Sessions


Activities                             >


            Add Attendance Note
```

ENTERING REASONS FOR UNEXPLAINED ABSENCES ON COMPASS (DESKTOP COMPUTER)
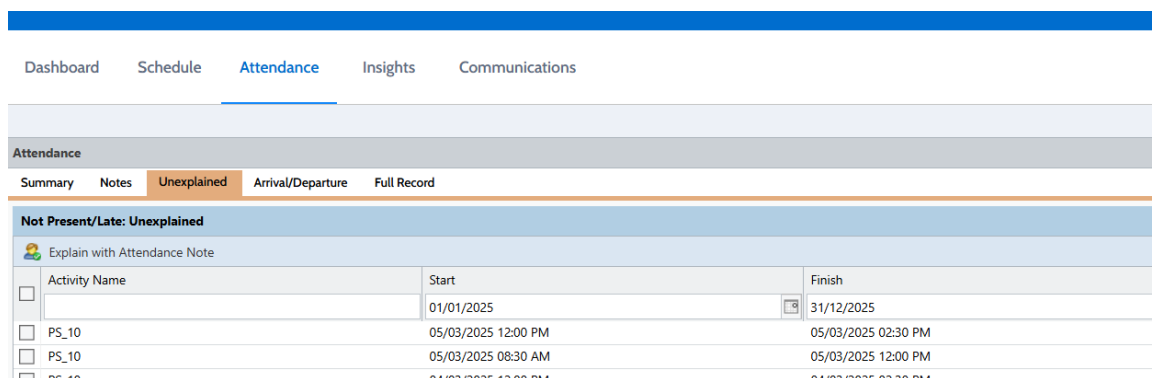
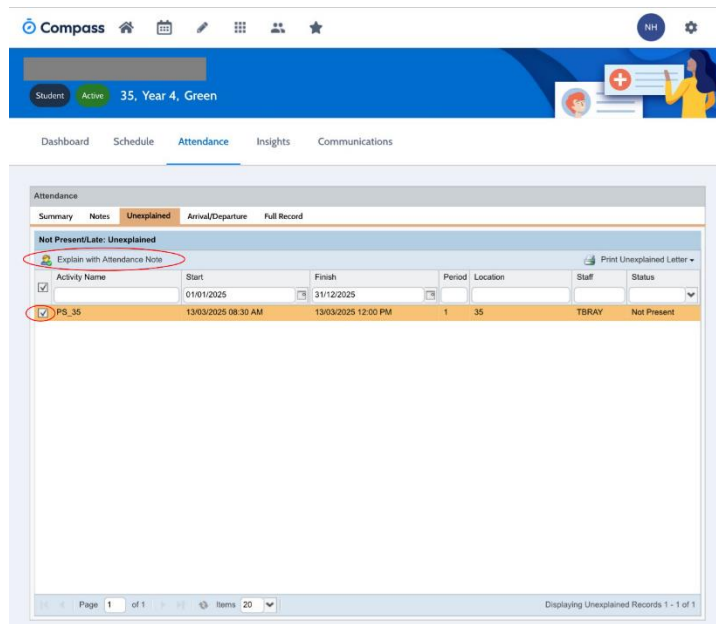1. Select **Add Attendance Note** from the home screen.
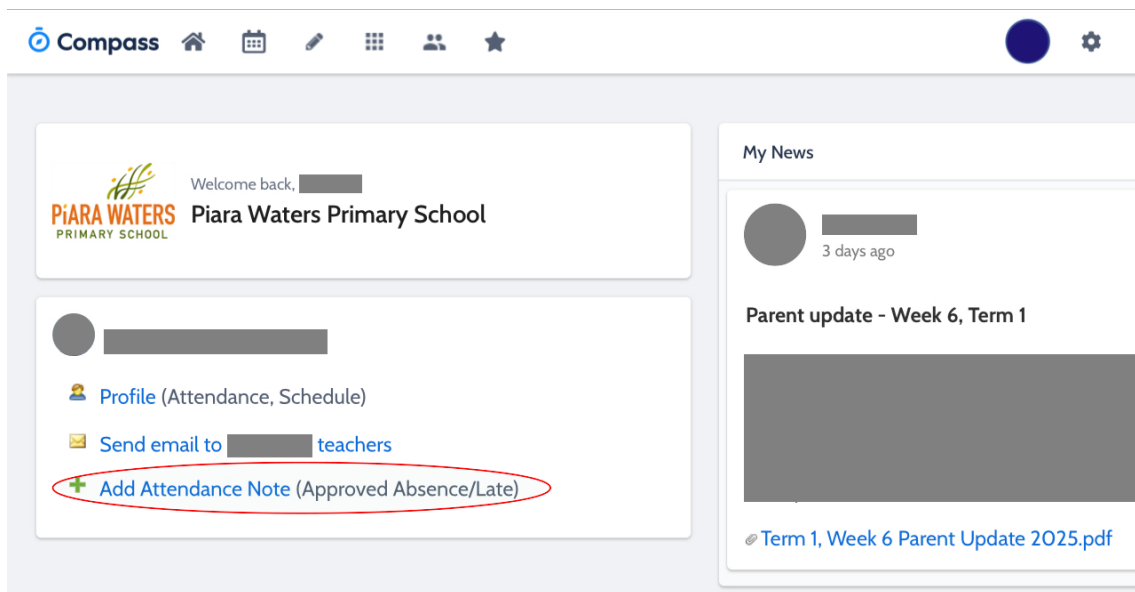
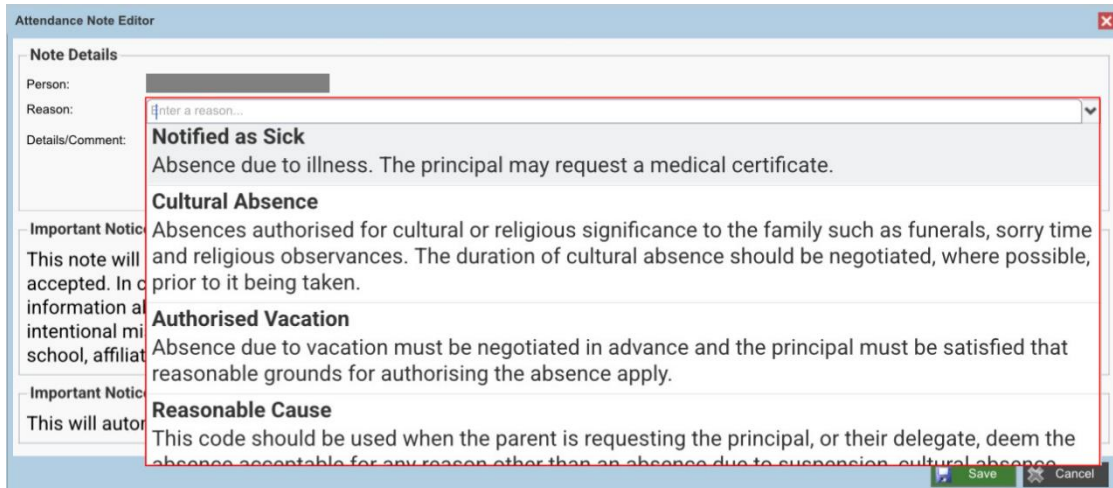2. From the **Attendance Note Editor tab**, choose **Cancel**.
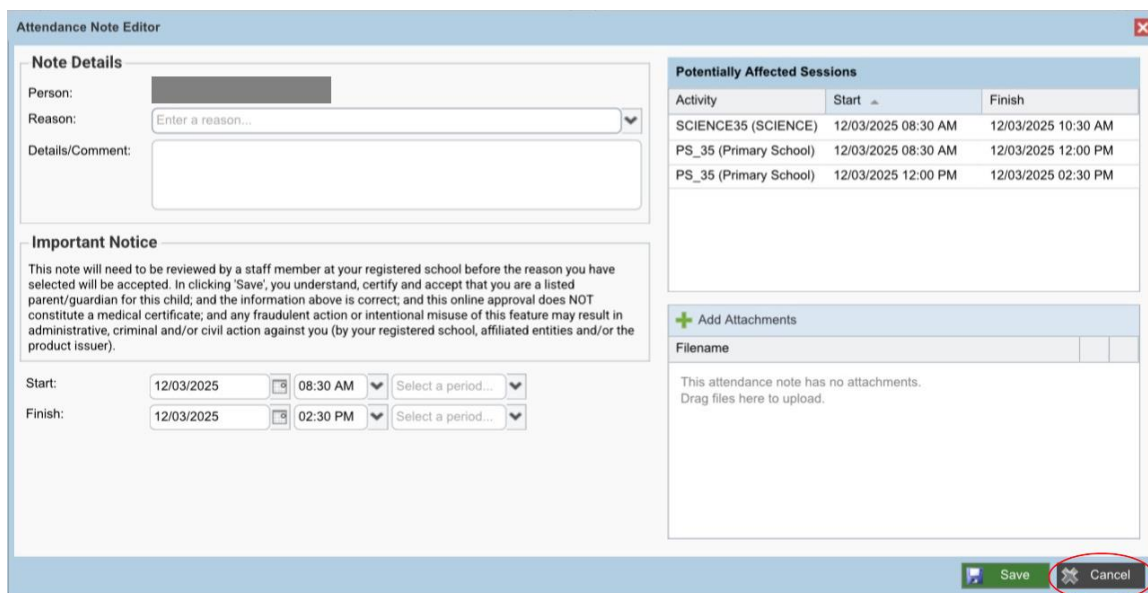
3. From the **Attendance tab**, choose **Unexplained**. You will see a list of the unexplained absences.
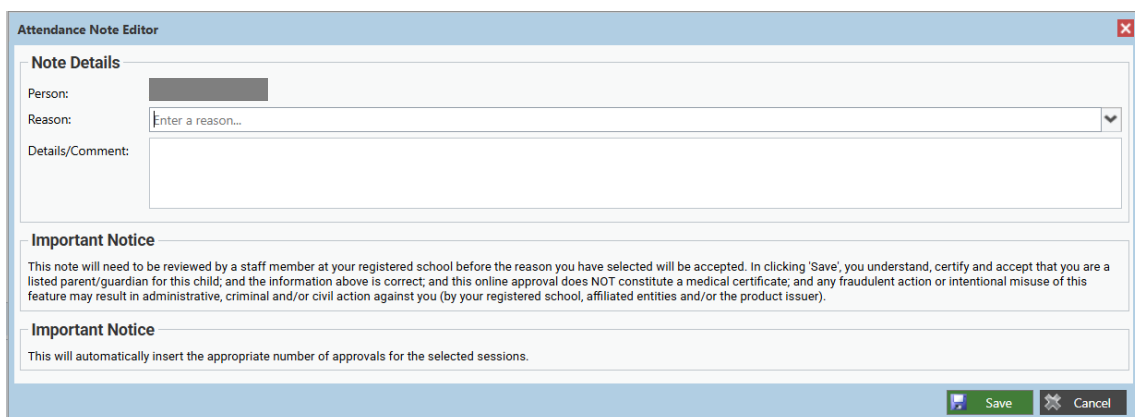
4. Tick the box next to all or some of the absences listed. Press on **Explain with Attendance Note**.

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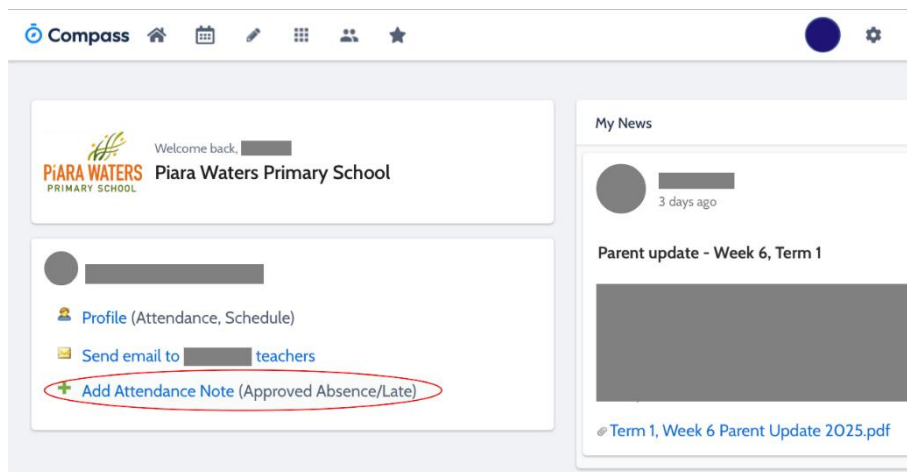

6. Press **Save**. This will then be reviewed and processed by the School Administration.
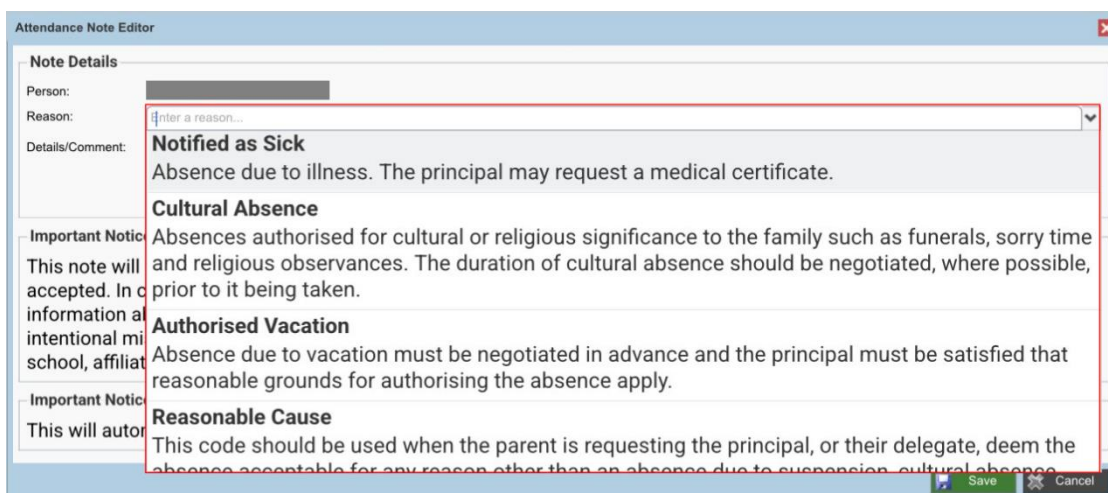
Future Absences

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

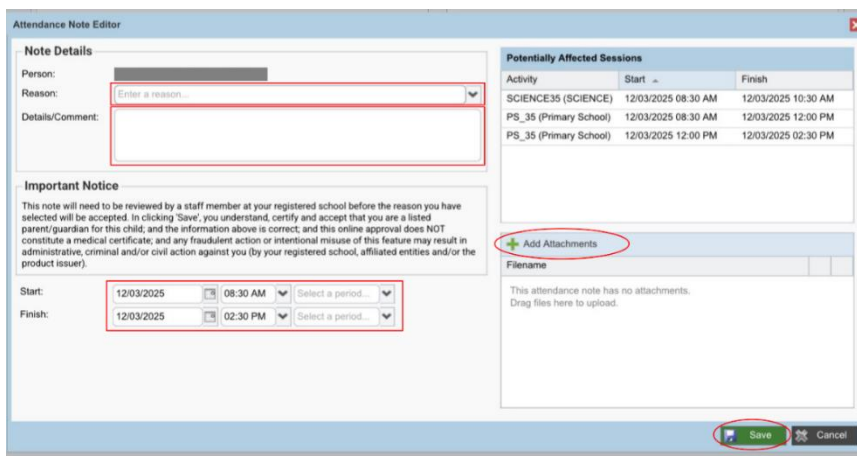1. Select **Add Attendance Note** from the home screen.

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.