



**HENLEY  
HIGH SCHOOL**

*Your*  
**Journey**  
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# Compass Parent Portal App

Reporting Student Absences

# Compass School Manager App

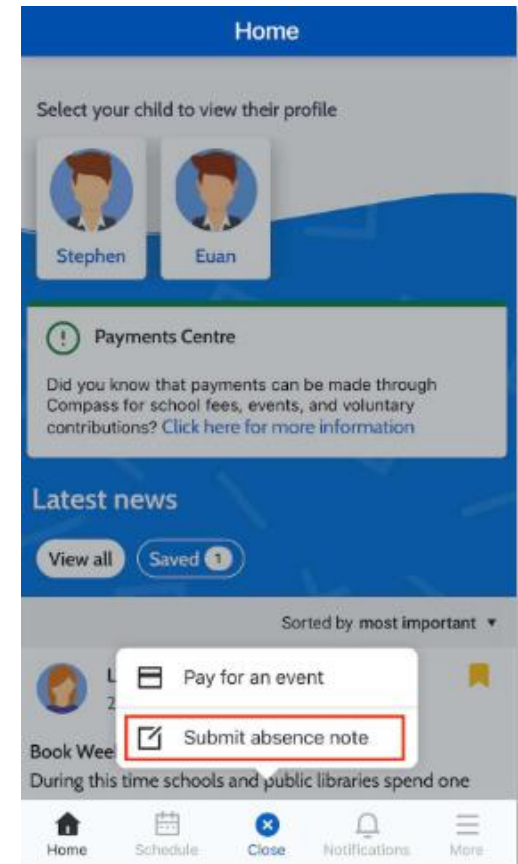
- Download the App from the App Store or Google Play
- Open the App and select Henley High School
- Login using your parent portal user name and password

Please email student [services@henleyhs.sa.edu.au](mailto:services@henleyhs.sa.edu.au) if you require your login details.



# Reporting a full day absence

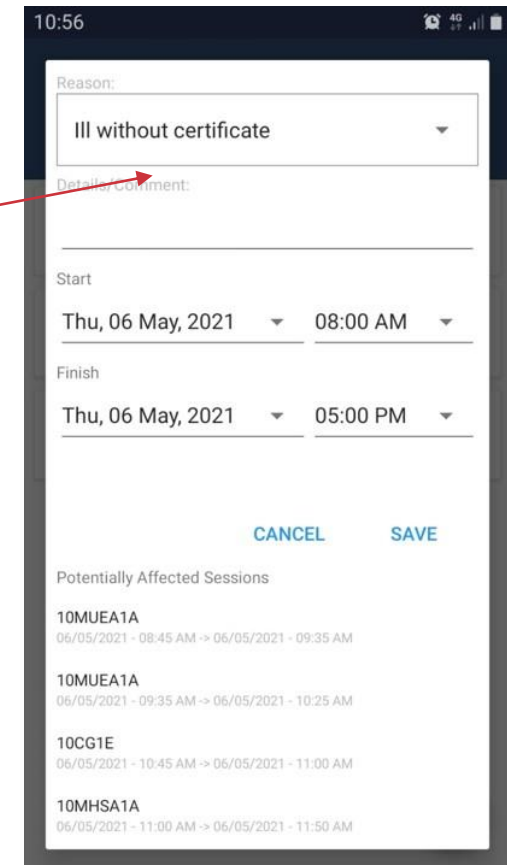
- **1 Add an attendance note**
  - Click 'Shortcuts' and select 'Submit absence note'.
  - If you have more than one student enrolled at the school you will need to select which student the note is for.



## • 2 Note Details

- Choose a reason from the list of options and add a comment if needed.

Please note: '**Not approved**' should only be selected for truancy.



10:56

Reason:  
Ill without certificate

Details/Comment:

Start  
Thu, 06 May, 2021 08:00 AM

Finish  
Thu, 06 May, 2021 05:00 PM

CANCEL SAVE

Potentially Affected Sessions

10MUEA1A  
06/05/2021 - 08:45 AM -> 06/05/2021 - 09:35 AM

10MUEA1A  
06/05/2021 - 09:35 AM -> 06/05/2021 - 10:25 AM

10CG1E  
06/05/2021 - 10:45 AM -> 06/05/2021 - 11:00 AM

10MHS1A  
06/05/2021 - 11:00 AM -> 06/05/2021 - 11:50 AM

- **3 Select Date**

- Choose the start date and end date for the absence

Please contact [studentservices@henleyhs.sa.edu.au](mailto:studentservices@henleyhs.sa.edu.au) for absences of 5 or more days.

- **4 Click Save**

10:56

Reason:  
Ill without certificate

Details/Comment:

Start  
Thu, 06 May, 2021 08:00 AM

Finish  
Thu, 06 May, 2021 05:00 PM

CANCEL SAVE

Potentially Affected Sessions

10MUEA1A  
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10MUEA1A  
06/05/2021 - 09:35 AM -> 06/05/2021 - 10:25 AM

10CG1E  
06/05/2021 - 10:45 AM -> 06/05/2021 - 11:00 AM

10MHA1A  
06/05/2021 - 11:00 AM -> 06/05/2021 - 11:50 AM

# Reporting a Late Arrival

- **1 Add an attendance note**
  - Follow steps 1 & 2 for full day absences
- **2 Select Date & Time**
  - Choose the date the student will arrive late to school.
  - Enter the time of the absence. For example, 8:00AM – 11:00AM shows that the student will sign in at 11:00AM.
- **3 Click Save**

Please note: Students are required to sign in at Student Services when they arrive at school.

10:56

Reason:  
Ill without certificate

Details/Comment:

Start  
Thu, 06 May, 2021 08:00 AM

Finish  
Thu, 06 May, 2021 11:45 AM

CANCEL SAVE

Potentially Affected Sessions

10MUEA1A  
06/05/2021 - 08:45 AM -> 06/05/2021 - 09:35 AM

10MUEA1A  
06/05/2021 - 09:35 AM -> 06/05/2021 - 10:25 AM

10CG1E  
06/05/2021 - 10:45 AM -> 06/05/2021 - 11:00 AM

10MHS1A  
06/05/2021 - 11:00 AM -> 06/05/2021 - 11:50 AM

# Reporting an Early Departure

- **1 Add an attendance note**
  - Follow steps 1 & 2 for full day absences
- **2 Select Date & Time**
  - Choose the date your child will leave school early.
  - Enter the time of the absence. For example, 11:00AM – 5:00PM shows that the student will sign out at 11:00AM.
- **3 Click Save**

Please note: Students are required to sign out at Student Services before leaving school.

10:56

Reason:  
Ill without certificate

Details/Comment:

Start  
Thu, 06 May, 2021 11:00 AM

Finish  
Thu, 06 May, 2021 05:00 PM

CANCEL SAVE

Potentially Affected Sessions

10MUEA1A  
06/05/2021 - 08:45 AM -> 06/05/2021 - 09:35 AM

10MUEA1A  
06/05/2021 - 09:35 AM -> 06/05/2021 - 10:25 AM

10CG1E  
06/05/2021 - 10:45 AM -> 06/05/2021 - 11:00 AM

10MHSA1A  
06/05/2021 - 11:00 AM -> 06/05/2021 - 11:50 AM



# Unexplained Absence Emails

- Unexplained Absence emails are generated from Compass each day at 12:00 PM.
- Reasons you may receive an email include:
  - The school has not been notified of the absence
  - The student has forgotten to sign in/out in at Student Services
  - The student is expected to sign in after 12:00 PM (please disregard if you have notified the school).

# Resolving Unexplained Absences

- Unexplained absences can be resolved by:
- The Compass parent portal
- Email  
[studentservices@henleyhs.sa.edu.au](mailto:studentservices@henleyhs.sa.edu.au)

Please do not reply to the Compass email as it is sent from a notifications only address and won't accept incoming emails.

From: [Compass Chronicle](#)

Sent: Monday, 10 May 2021 2:47 PM

To: [REDACTED]

Subject: Attendance Notification - Student Not Present in one or more classes

To: [REDACTED]

According to the teacher's roll, [REDACTED] from care group [REDACTED] was not present on 10/05/2021 in lesson(s)

	Class	Time	Period
12CG1I	12 Care Group	10:45AM - 11:00AM	CG
2ETE201B	12 Essential English	11:00AM - 11:50AM	2A
2ETE201B	12 Essential English	11:50AM - 12:40PM	2B

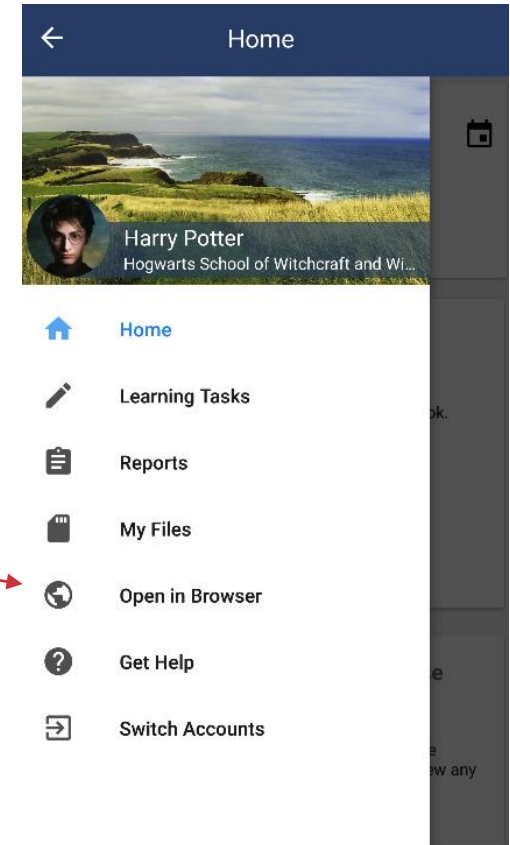
Please ring Student Services on 8355 7015 (Middle School) or 8355 7014 (Senior School) to resolve your child's unexplained absence. Alternatively, you can email [studentservices@henleyhs.sa.edu.au](mailto:studentservices@henleyhs.sa.edu.au) with reason for your child's absence.

Attendance is critical for success in learning and Henley High School is working to improve the monitoring of student absences.

Thank you for your assistance.

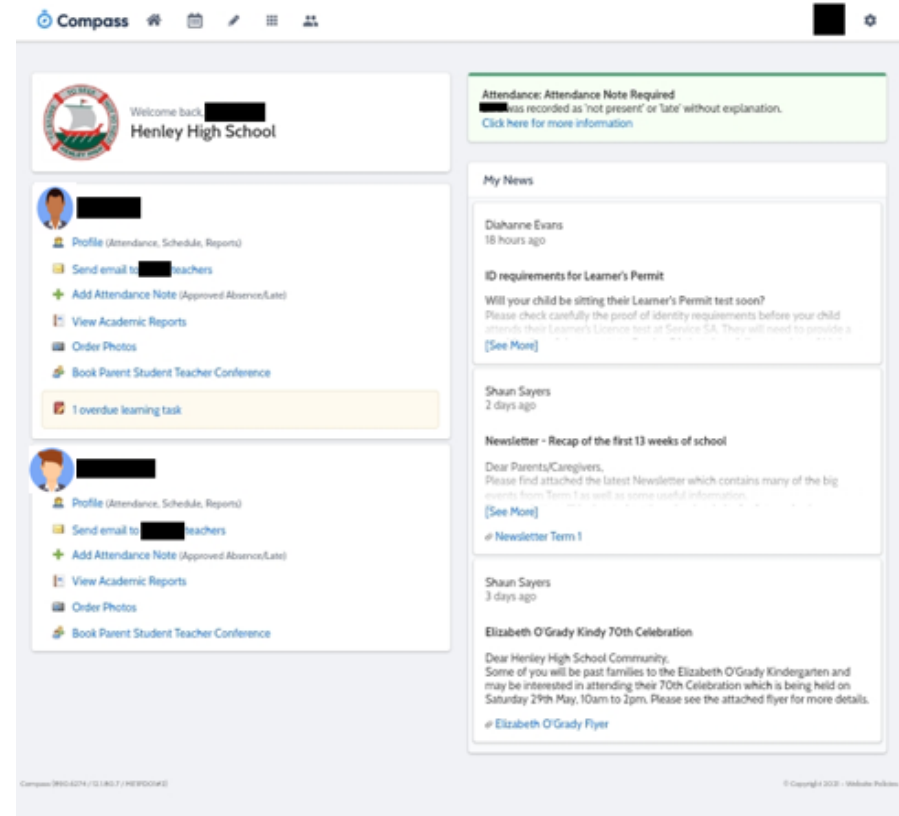
- **1 Go to Compass Browser**

- From the home screen, click the menu button in the top left hand corner.
- Select 'Open in Browser'.



- **2 Compass Homepage**

- 'Attendance note required' will appear in the top right corner for unexplained absences.
- Select 'Click here for more information'.



- **3 Select absence**

- Select boxes to give a reason for the student's absence.

Compass

Student: [REDACTED] 10MI1, Year 10 Active

Dashboard Schedule Learning Tasks **Attendance** Reports Insights

Summary Notes **Unexplained** Arrival/Departure Full Record

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/>	01/01/2021	31/12/2021				
<input type="checkbox"/> 10ELSA1B	05/05/2021 02:10 PM	05/05/2021 03:00 PM	3B	311A	GARDR	Not Present
<input type="checkbox"/> 10HSYC1D	09/04/2021 11:50 AM	09/04/2021 12:40 PM	2B	314	ALEVV	Not Present
<input type="checkbox"/> 10HSYC1D	09/04/2021 11:00 AM	09/04/2021 11:50 AM	2A	314	ALEVV	Not Present

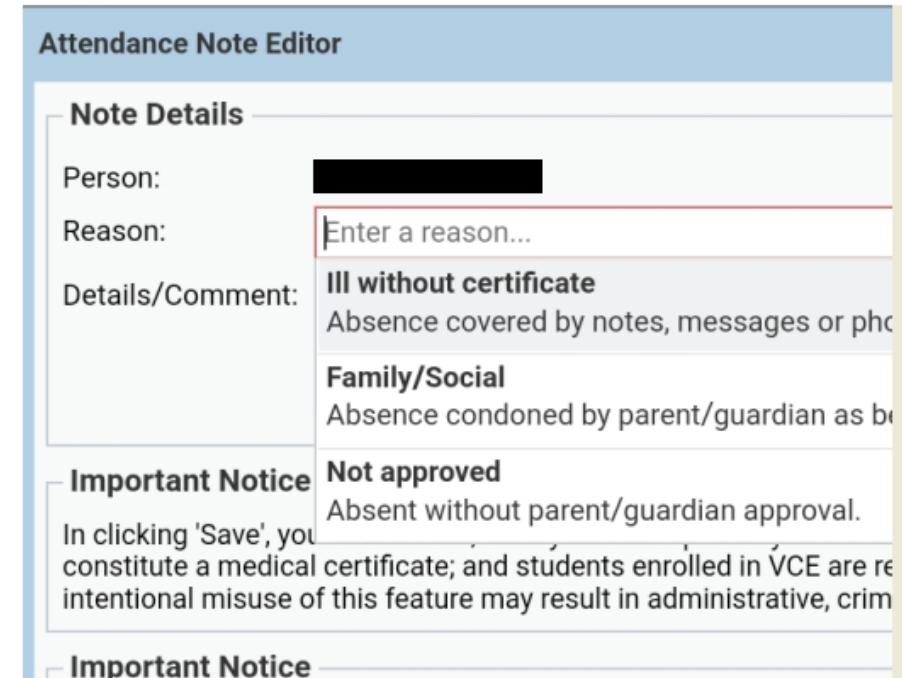
Page 1 of 1 Items 20 Displaying Unexplained Records 1 - 3 of 3

- **4 Note Details**

- Choose a reason from the list of options and add a comment if needed.

Please note: '**Not approved**' should only be selected for truancy.

- **5 Click Save**



The screenshot shows the 'Attendance Note Editor' interface. It has a light blue header bar with the title 'Attendance Note Editor'. Below the header, there are two main sections: 'Note Details' and 'Important Notice'. The 'Note Details' section contains three fields: 'Person:' with a blacked-out name, 'Reason:' with a dropdown menu showing 'Enter a reason...', and 'Details/Comment:' with a text area containing three options: 'Ill without certificate' (with a description 'Absence covered by notes, messages or pho'), 'Family/Social' (with a description 'Absence condoned by parent/guardian as be'), and 'Not approved' (with a description 'Absent without parent/guardian approval.'). The 'Important Notice' section contains a paragraph of text: 'In clicking \'Save\', you constitute a medical certificate; and students enrolled in VCE are re intentional misuse of this feature may result in administrative, crim'. At the bottom of the form, there is a checkbox labeled 'Important Notice'.



**HENLEY**  
**HIGH SCHOOL**

Thank you