



**HENLEY
HIGH SCHOOL**

Your
Journey
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Compass Parent Portal

Reporting Student Absences

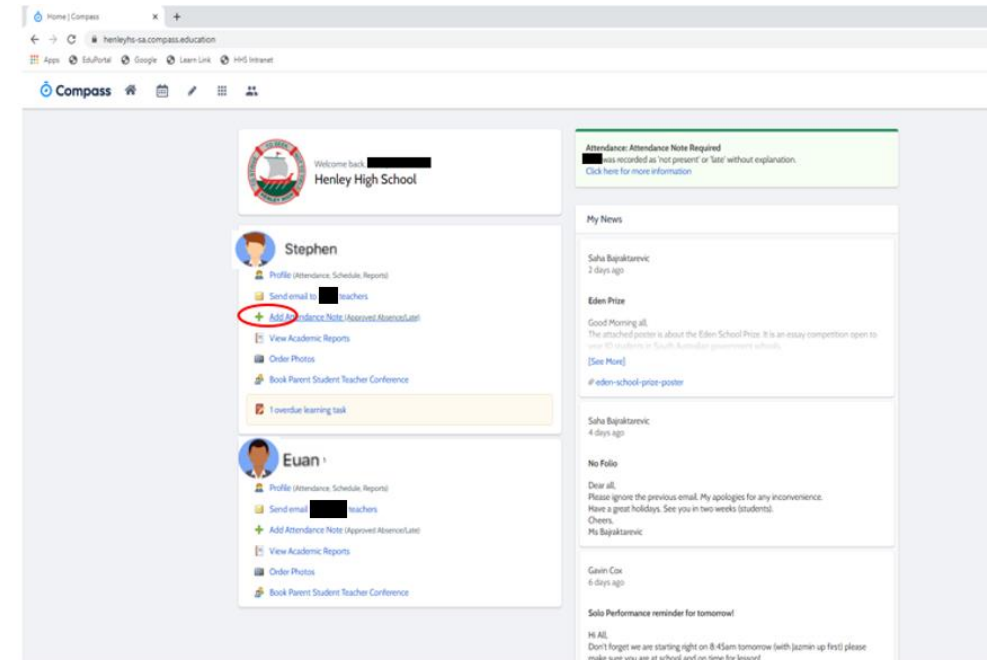
Compass School Manager

- Access your parent portal at:
 - www.henleyhs-sa.compass.education or
 - www.henleyhs.sa.edu.au and click on 'Compass login' at the top of the page.
 - Login using your parent portal user name and password

Please email student services@henleyhs.sa.edu.au if you require your login details.

Reporting a full day absence

- **1 Add an attendance note**
 - The homepage will show each student you have enrolled at Henley High School.
 - Click on '+' underneath the student's name.



• 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.

Student: 10MI1, Year 10 Active

Dashboard Schedule Learning Tasks Attendance Reports Insights

Summary Notes Unexplained Arrival/Departure Full Record

Attendance Notes

Person: [Redacted]

Reason: [Redacted]

Details/Comment: [Redacted]

Important Note Not approved

Absent without parent/guardian approval.

In choosing 'Not approved', you are stating that the information above is correct, and this online approval does NOT constitute a medical certificate, and students enrolled in VCE are required to submit a medical certificate to the school in relation to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 13/04/2021 08:00 AM Select a period...

Finish: 13/04/2021 05:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
There are no activities for this user during the specified time.		

Add Attachments

Filename

This attendance note has no attachments. Drag files here to upload.

Save Cancel

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- **3 Select Date**
 - Choose the start date and end date for the absence.

Please contact studentservices@henleyhs.sa.edu.au for absences of 5 or more days.

- **4 Click Save**

The screenshot shows the 'Attendance Note Editor' window for a student named [REDACTED] 10MI1, Year 10. The window has tabs for 'Summary', 'Notes', 'Unexplained', 'Arrival/Departure', and 'Full Record'. The 'Notes' tab is active, showing 'Attendance Notes' and 'School Activities'. The 'Attendance Note Editor' window is open, displaying 'Note Details' with fields for 'Person', 'Reason', and 'Details/Comment'. The 'Important Notice' section contains a disclaimer. The 'Start' and 'Finish' date and time fields are visible, with a red arrow pointing to the 'Save' button at the bottom right of the window.

Reporting a Late Arrival

- **1 Add an attendance note**
 - Follow steps 1 – 3 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**

Student: [REDACTED] 10MI1, Year 10 Active

Dashboard Schedule Learning Tasks Attendance Reports Insights

Summary Notes Unexplained Arrival/Departure Full Record

Attendance Notes

+ Add Attendance Note

School Activities

Attendance Note Editor

Note Details

Person: [REDACTED]

Reason: Enter a reason...

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child, and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 13/04/2021 08:00 AM Select a period...

Finish: 13/04/2021 11:45 AM Select a period...

Potentially Affected Sessions

Activity Start Finish

There are no activities for this user during the specified time.

+ Add Attachments

Filename

This attendance note has no attachments. Drag files here to upload.

Save Cancel

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

Reporting an Early Departure

- **1 Add an attendance note**
 - Follow steps 1 – 3 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.

Student: 10MI1, Year 10 Active

Dashboard Schedule Learning Tasks Attendance Reports Insights

Summary Notes Unexplained Arrival/Departure Full Record

Attendance Notes

+ Add Attendance Note

Start Finish Reason Entered By Entered

School Activities

Start Finish Name Location

Attendance Note Editor

Note Details

Person: [Redacted]

Reason: Enter a reason...

Details/Comment:

Potentially Affected Sessions

Activity Start Finish

There are no activities for this user during the specified time.

+ Add Attachments

Filename

This attendance note has no attachments. Drag files here to upload.

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VICE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 13/04/2021 11:00 AM Select a period...

Finish: 13/04/2021 09:00 PM Select a period...

Save Cancel

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

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

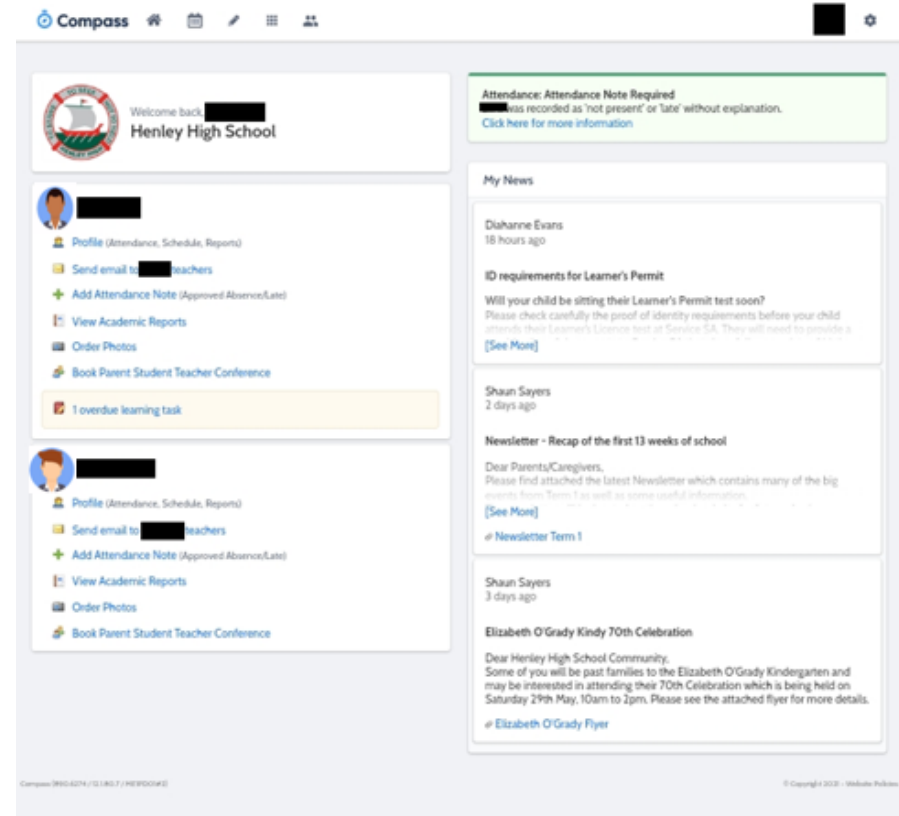
Please ring Student Services on 8355 7015 (Middle School) or 8355 7014 (Senior School) to resolve your child's unexplained absence. Alternatively, you can email studentservices@henleyhs.sa.edu.au with reason for your child's absence.

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.

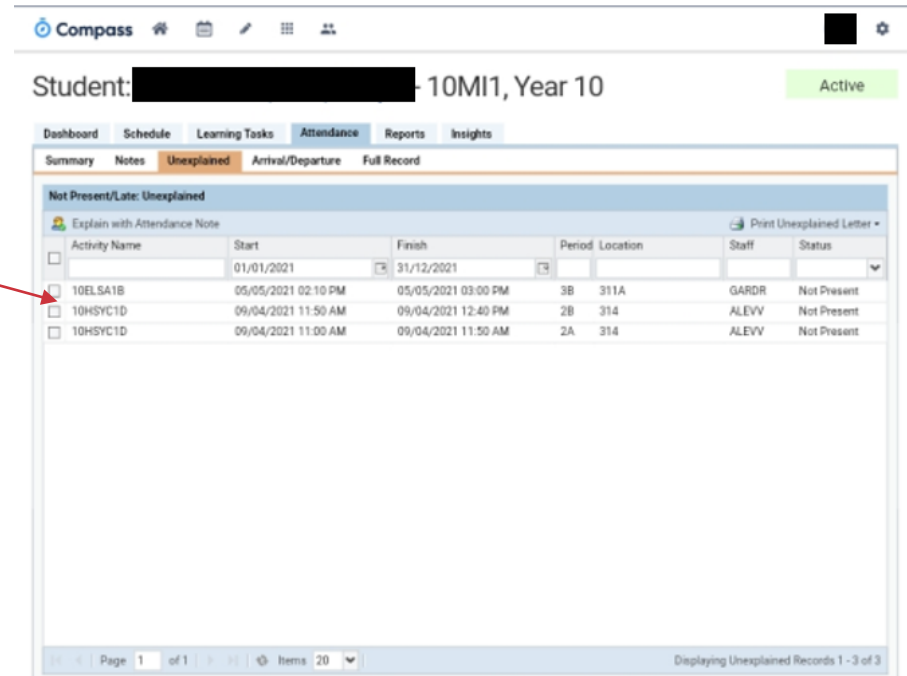
- **1 Compass Homepage**

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



- **2 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

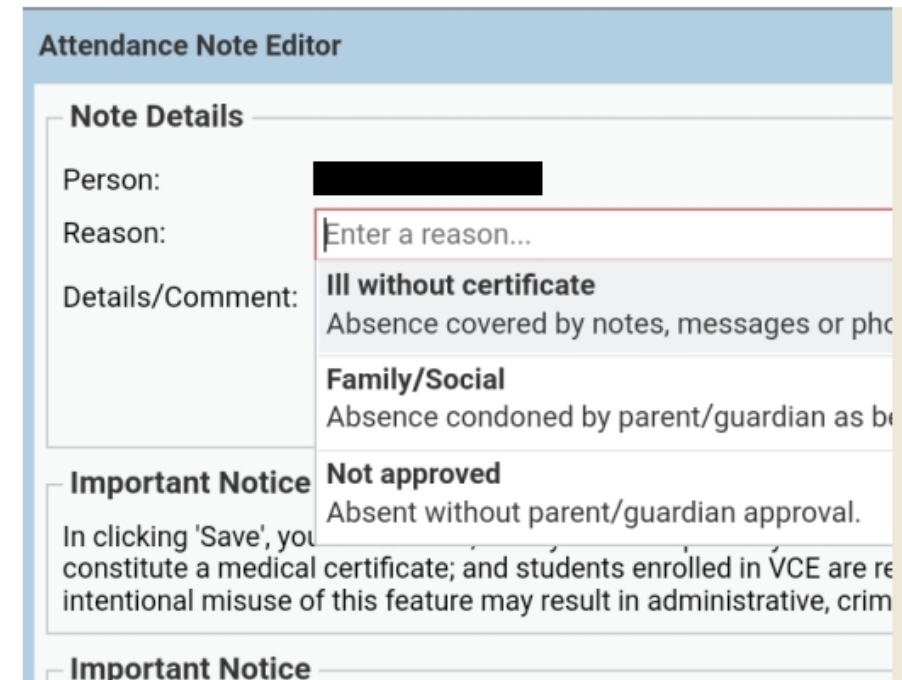
Page 1 of 1 Items 20 Displaying Unexplained Records 1 - 3 of 3

- **3 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.

- **4 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 subtext 'Absence covered by notes, messages or pho'), 'Family/Social' (with subtext 'Absence condoned by parent/guardian as be'), and 'Not approved' (with subtext '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