








## Attendance Notes on *Compass*

 **Edie Allen**

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-  [Add Attendance Note](#) (Approved Absence/Late)
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### What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

**Attendance Note Editor**

**Note Details**

Person: Edie ALLEN

Reason: Medical/Illness

Details/Comment: Feeling unwell - have a medical appointment this afternoon

**Potentially Affected Sessions**

Activity	Start	Finish
05GEN_05A (Yr 5 Gene...	08/02/2021 09:00 AM	08/02/2021 12:00 PM
05GEN_05A (Yr 5 Gene...	08/02/2021 12:30 PM	08/02/2021 03:30 PM

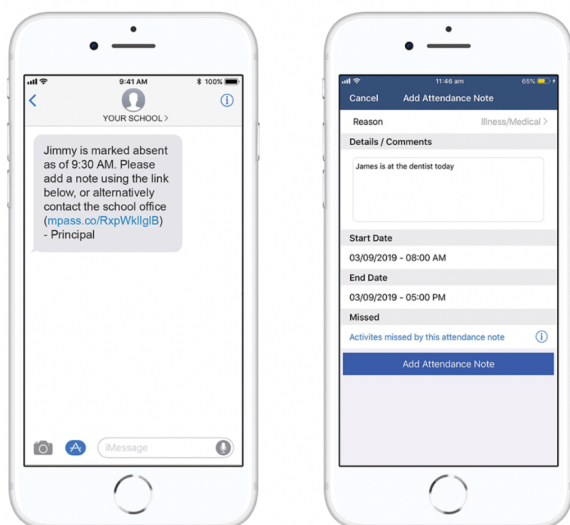
**Important Notice**

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: 08/02/2021 09:00 AM Select a period...

Finish: 08/02/2021 03:30 PM Select a period...

[Save](#) [Cancel](#)



### SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

## Entering an Attendance Note

1. From the Compass home screen (or from your student's profile), click the **Add Attendance Note** item.
2. From the pop-up window
  - Select the reason
  - Enter a brief description of the absence
  - Select the start and finish time  
(If your child is absent for only 1 day only, please ensure the finish time selected is the same day, i.e. absent on 02/02/2022, select start AND finish time on 02/02/2022)
  - Click the 'Save' button

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

## Fact Sheet for Parents and Carers - Explanation of Absences

CEDP promotes daily school attendance. Going to school every day is the single most important part of your child's education. If your child is sick or absent you are required to notify their school on the first day of absence if at all possible. All explanations to the school must be provided within **7 days** from the first day of any period of absence.

### How do I notify the school if my child is absent?

Absences can be explained using one of the following methods:

1. SMS: respond with reason to school notification of absence
2. Online: log the absence directly using *Compass Parent Portal*

Where an explanation has not been received within the 7 day timeframe or the explanation has not been accepted, the school will record the absence as unexplained or unjustified on the student's record. ***The school will not be able to accept explanations which are not received within the 7 day timeframe.***

If your child is taking an extended leave of absence (5 or more days), parents are to request approval by completing an extended leave form (available in the School Handbook on our website or from the office).

Justified reasons for student absences may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral

Note the following reasons are Unjustified:

- Slept in
- Traffic
- Running late
- Missed the bus
- At home
- Taking sibling to school

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### **Why do I need to notify the school if my child is absent?**

Parents/Carers of children aged 5 to 17 years are legally required to ensure their children attend school every day or provide an explanation if they are absent. Notifying the school and providing an explanation for your child's absence will fulfil this legal responsibility.

The safety and wellbeing of students are the highest priorities for schools. Parents need to know if their child is not at school, and schools need to know when and why a child is absent. Notifying the school of your child's absence helps ensure the safety and wellbeing of all children in school.

### **What is your responsibility?**

- Ensure your child attends school every day.
- Notify the school immediately if your child is absent.
- Provide an explanation for any absences within 7 days.
- Make sure the school has your correct contact details so that you can receive attendance information about your child.