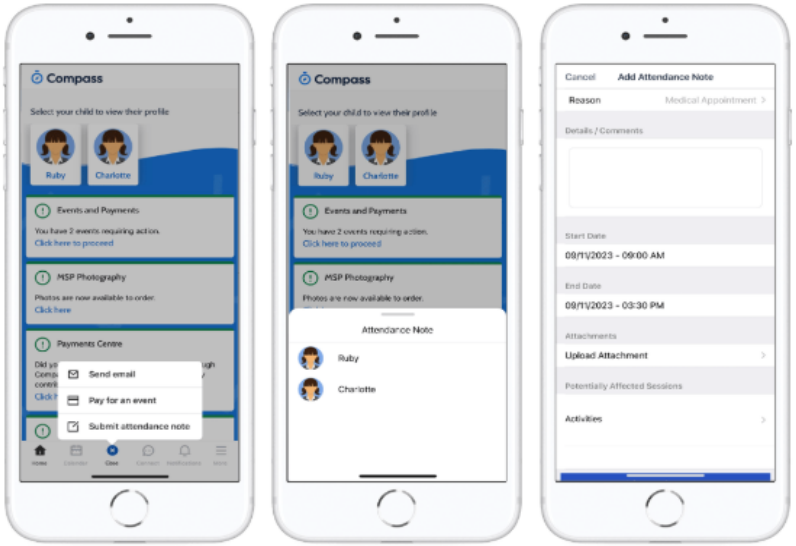
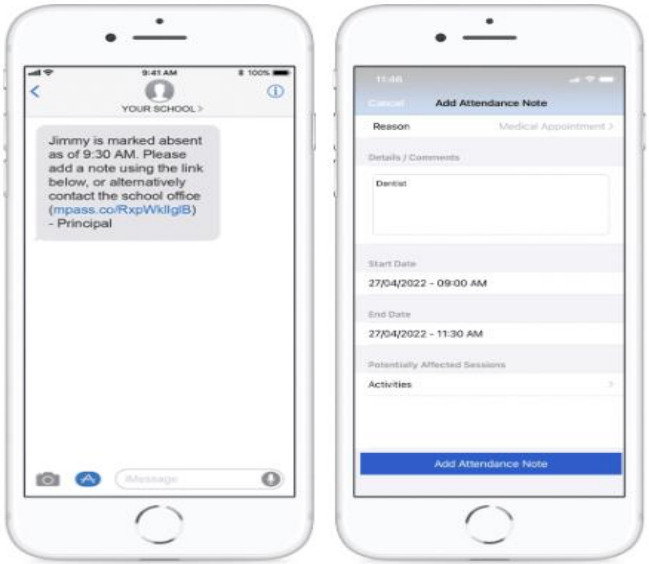


Using the Compass App

1. From the homepage, click on the blue shortcuts button from the bottom taskbar
2. Click on 'Submit Attendance Note'
   - Select the reason
   - Enter a brief description of the absence
   - Select the start and finish time
   - Click the 'Save' button

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



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.