

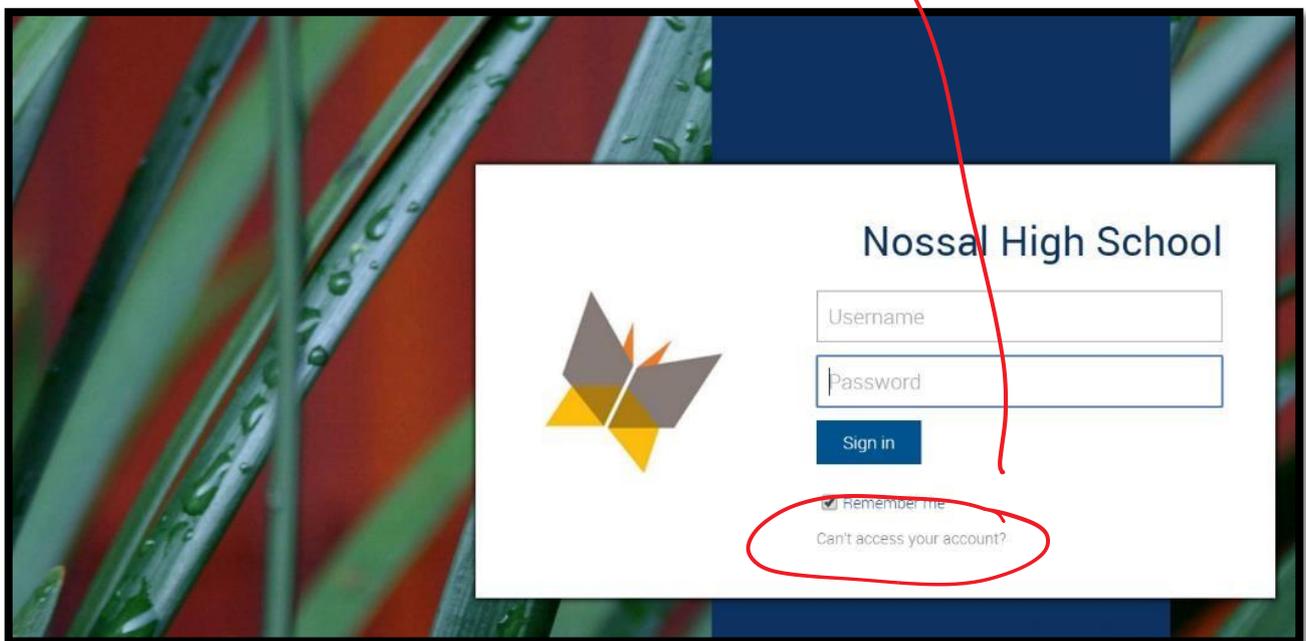
# Compass Attendance Nossal High School Parent Information



All parents/guardians have access to Compass so that you can see your child(ren)'s attendance data, so that you too can monitor attendance and make approvals for absences online.

It is imperative that you **do not** allow your child(ren) to access your parent Compass login. If they can log in as you, they can approve absences.

If you need to reset your password use the '**Can't Access your Account**' link on the Login page to do so.



## Approving Absences

When you log into Compass you see your child(ren) on the left hand side of the screen.

Parent Name

## Welcome to the Nossal High School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Student Name**

- Profile (Attendance, Schedule, Reports)
- + Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports

# Compass

**My News**

**Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion.  
[Click here to proceed](#)

**Event Consent/Payment Required**  
There are 1 event(s) awaiting your consent and/or payment.  
[Click here for more information](#)

There are no news items.

Previously notes have been sent home from school with your child(ren), asking you to explain or approve absences by completing the form and signing it. When your child returned the form, Audrey (our attendance officer) has approved or explained the absence. Now you will be able to do this online.

If your child has any unexplained absences that need approving an alert will appear in the top of the right hand side of their Compass homepage.

Parent Name

## Welcome to the Nossal High School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Student Name**

- Profile (Attendance, Schedule, Reports)
- + Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports

# Compass

**My News**

**Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion.  
[Click here to proceed](#)

**Event Consent/Payment Required**  
There are 1 event(s) awaiting your consent and/or payment.  
[Click here for more information](#)

There are no news items.

**Attendance: Parent Approval Required**  
John was recorded as 'not present' or 'late' without approval.  
[Click here for more information](#)

ALERT

appears here

By clicking on this alert you will see a list of all of the instances where the student has been marked **late** or **not present** that are not covered by any form of approval. The parent can then select the sessions that they want to approve and then click the **"Parent Approve"** button at the top of the grid

Dashboard		Schedule		Learning Tasks		Attendance		Reports		Analytics		Assets		Insights	
Summary		Approvals		Unexplained		Arrival/Departure		Full Record							
<b>Not Present/Late: Unexplained</b>														Print Unexplained Letter	
Parent Approve															
<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status								
<input checked="" type="checkbox"/>	1011BMA1	08/02/2016 08:00 AM	08/02/2016 09:00 AM		B1	ABR	Not Present								
<input type="checkbox"/>	1011BMA1	01/02/2016 08:00 AM	01/02/2016 09:00 AM		B1	ABR	Not Present								

Parents select a reason for the absence from a pop up window.

**Parent Approval Editor**

**Approval Details**

Person: Juce DuXFuRD

Reason:

Details/Comment:

**Medical**  
Student is not at school for medical reasons.

**Dentist**  
Includes dentist, orthodontist, or similar.

**Important Notice**  
In clicking 'Save', you constitute a medical certificate intentional misuse of the system.

**Bereavement**  
Includes funeral, death in the family, absence due to a death.

**Truancy**  
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

**Important Notice**  
This will automatically create an absence record.

**Parent Choice**  
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

**Family Holiday**  
Student is away on a family holiday.

**Religious/Cultural Observance**  
Student is kept away from school for a religious or cultural reason.

This will add a Note/Approval into the system, with the creator listed as the parent account.

Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval needs amending.

If absences appear that you are unaware of and do not wish to approve, contact Audrey on [8762 4625](tel:87624625) or [absence@nossalhs.vic.edu.au](mailto:absence@nossalhs.vic.edu.au) to alert us to a potential issue with your child's attendance.

**NB. Students studying VCE require a medical certificate if they are absent on days when assessments are running. This is particularly important in the case of Unit 3 & 4 studies when SACs are held. Students in other year levels should provide medical certificates for absences greater than two days. Parents must always send a copy of the certificate to the attendance officer, Audrey Alvarez so that students will be given an opportunity to sit assessment tasks at an alternative time.**

***Approval can be made online, but a certificate must be submitted at school.***

### Approving Absences Ahead of Time:

Parents can also add approvals ahead of time using the **Action Button** next to their student's name from the Compass home page. This allows them to add an approval and select the date range for the approval.

Please remember we discourage families from taking time off for holidays during the term. If it is unavoidable, parents must seek approval from the Principal prior to making arrangements during the term. It is unlikely that requests for students who are studying Unit 3 & 4 subjects will be granted permission.

Parent Name

## Welcome to the Nossal High School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

### Student Name

- Profile (Attendance, Schedule, Reports)
- + Add Attendance Note/Approval (Approved Absence/Late)**
- View Academic Reports

## Compass

### My News

- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion. [Click here to proceed](#)
- Event Consent/Payment Required**  
There are 1 event(s) awaiting your consent and/or payment. [Click here for more information](#)

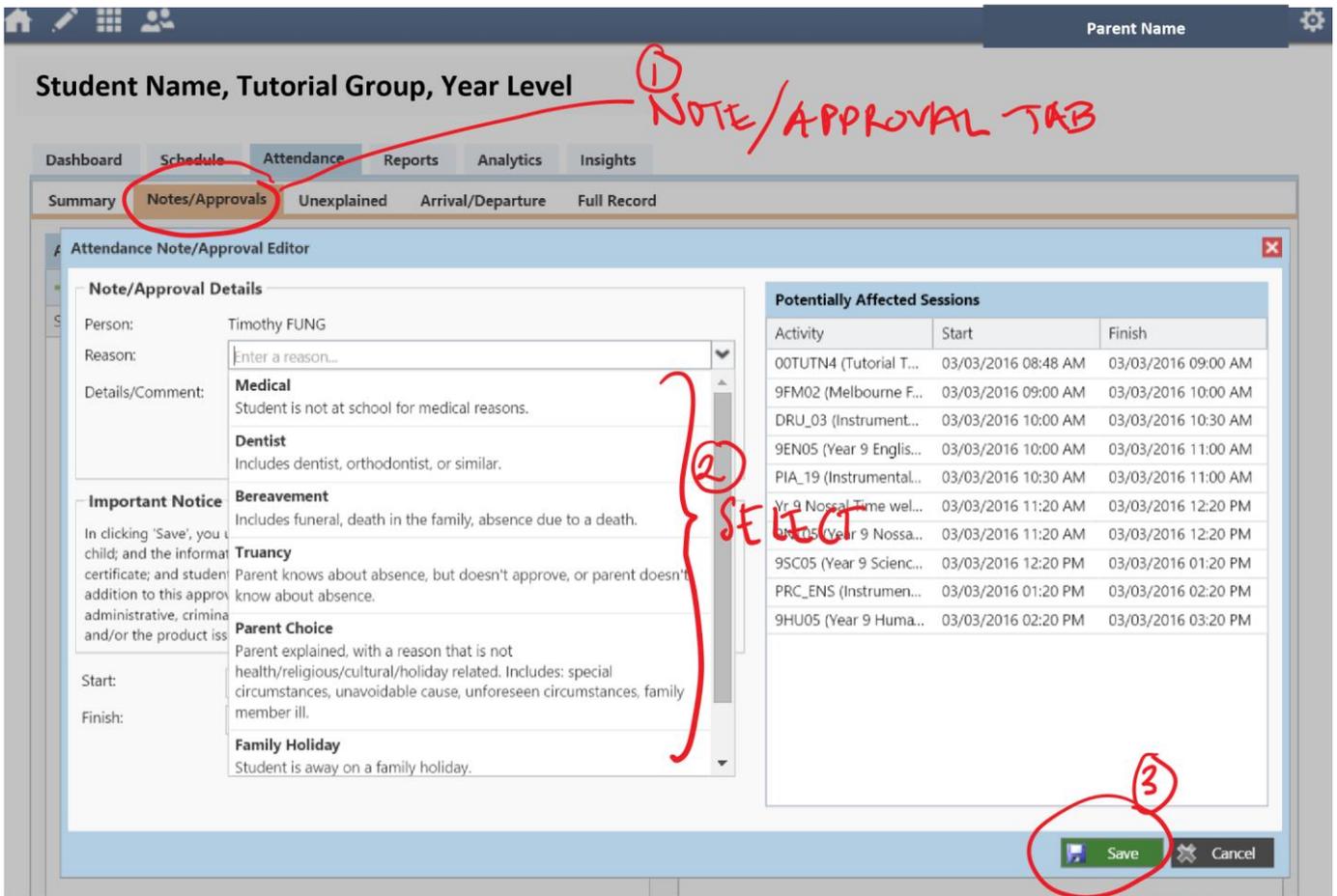
There are no news items.

**ACTION BUTTON**

Clicking on the **Note/Approval** option will open the Note/Approval editor screen.

Parents can select a category, add notes and also select a date range for the approval.

Once these details are entered, click on the **Save** button and this information will be recorded against the student's attendance approvals tab on their profile.



## Checking Details of your Child(ren)'s Attendance

Click on Summary (seen here highlighted in red)

The top half of the screen gives you an overview of your child's attendance on that day. You can scroll backwards.

Activity	Start	Finish	Pd	Location	Staff	Status
00TUTN4 (Tutorial TUT)	03/03 - 08:48 AM	03/03 - 09:00 AM	TUT	2DB	CIL	Present
9FM02 (Melbourne Food Yr9)	03/03 - 09:00 AM	03/03 - 10:00 AM	1	FD	ANS	Present
DRU_03 (Instrumental Music)	03/03 - 10:00 AM	03/03 - 10:30 AM			KJ	Not Present: Explained (9EN05)
9EN05 (Year 9 English Yr9)	03/03 - 10:00 AM	03/03 - 11:00 AM	2	SCT2	MCQ	Present
PIA_19 (Instrumental Music)	03/03 - 10:30 AM	03/03 - 11:00 AM			EJ	Present
Yr 9 Nossal Time wellbeing session	03/03 - 11:20 AM	03/03 - 12:20 PM		THR	LOE	Present

The second half of the screen shows a summary of your child's overall attendance.

It is a relatively complex table of information. The glossary of terms may help you to interpret it. The most relevant column from our perspective is the **Class%** column. This tells us what percentage of lessons your child was face to face with the class for teaching and learning.

Attendance Summary															
Start		End		Students	Class %	Ac'td %	VCE %	Schl %			Filter	Export			
01/01/2016		31/12/2016		Active	All	All	All	All							
Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prsnt	Late Appr	Late Un'd	Total	NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac'td %	VCE %	Schl %
Instrumental Music	PIA_19	0N4	5	5	0	0	5	0	0	0	0	100	100	100	100
Instrumental Music	DRU_03	0N4	4	1	0	0	1	3	0	0	3	25	100	100	100
Instrumental Music	PRC_ENS	0N4	3	3	0	0	3	0	0	0	0	100	100	100	100
Melbourne Food Yr9	9FM02	0N4	7	7	0	0	7	0	0	0	0	100	100	100	100
Music Ensemble Yr9	9BC02	0N4	6	6	0	0	6	0	0	0	0	100	100	100	100
Nossal Time TUT	00NTN4	0N4	4	4	0	0	4	0	0	0	0	100	100	100	100
Tutorial TUT	00TUTN4	0N4	26	25	0	0	25	1	0	0	1	96	100	100	100
Year 9 Choral Yr9	9CH05	0N4	3	3	0	0	3	0	0	0	0	100	100	100	100
Year 9 English Yr9	9EN05	0N4	14	13	0	0	13	1	0	0	1	93	100	100	100
Year 9 Health and PE Yr9	9PE05	0N4	11	11	0	0	11	0	0	0	0	100	100	100	100
Year 9 Humanities Yr9	9HU05	0N4	10	9	0	0	9	1	0	0	1	90	100	100	100
Year 9 Intermediate French Yr9	9FA02	0N4	11	9	0	0	9	2	0	0	2	82	100	100	100
Year 9 Maths Yr9	9MA05	0N4	13	12	0	0	12	1	0	0	1	92	100	100	100
Year 9 Nossal Time Yr9	9NT05	0N4	4	3	0	0	3	1	0	0	1	75	100	100	100
Year 9 Science Yr9	9SC05	0N4	12	12	0	0	12	0	0	0	0	100	100	100	100
Events	-	0N4	2	2	0	0	2	0	0	0	0	100	100	100	100

In the example shown here.....

It looks like this student enrolled in Instrumental Music Drum lessons and has now withdrawn and started other Instrumental Music classes. If this is the case, you would not question your child or the data. If, however they had not withdrawn from drum lessons, knowing they have only been present for 25% of the time would suggest a conversation is needed about why they are not going to Instrumental Music lessons.

## Glossary of Attendance Table

- **Run:** How many lessons each class has had scheduled to date

### In Class:

- **Present:** How many times your child was in that class
- **Late Appr:** How many times your child was late with a note explaining why they were late
- **Late Un'd:** How many times they were late without a note
- **Total:** The total number of classes they were present for

### Out of Class:

- **NP School:** Not present: School Explained – they were not in class because they were on an excursion or in sport team, assembly or some other school sanctioned absence.
- **NP Parnt:** Not present: Parent Explained – they were not in class and parents provided a note or rang Audrey to explain why.
- **NP Un'd:** Not present: Unexplained – they were not in class and no reason has been provided for this. **These are the absences both you and the school would be concerned about. Students should not be absent without either your consent or the school's.**
- **Total:** The total number of missed classes.

### Percentages:

- **Class %:** This is the percentage of classes your child has attended. ***This is possibly the most important figure because it indicates the amount of time your child has had face to face teaching and learning time.***
- **Ac'td%:** Percentage of time your child's whereabouts were accounted for
- **VCE%:** Only applicable to VCE students
- **Schl %:** The percentage attendance taking into account approvals and classes attended.

## Further details

By clicking on a cell within this table, further details will pop up to explain the figures shown. Like in the example below.

English Year 10 Semester Length Yr10	10ENA1A	0S6	3	3	0	0	3	0	0	0	0	100	100	100	100
Food Year 10 Yr10	10FO03	0S6	13	11	0	1	12	0	0	1	1	92	92	92	92
Humanities Year 10 Yr10	10HU03	0S6	14	14	0	0	14	0	0	0	0	100	100	100	100
Maths Year 10 Yr10	10MA05	0S6	12	12	0	0	12	0	0	0	0	100	100	100	100
Nossal Time TUT	00NTS6	0S6	5	4	0	0	4	1	0	0	1	80	100	100	100
Psychology Unit 1/2 Yr11	11PY02	0S6	16	16	0	0	16	0	0	0	0	100	100	100	100

Attendance Summary Drill-down						
Activity Name	Start	Finish	Pd	Location	Staff	Status
00NTS6 (Nossal Time TUT)	08/02 - 12:20 PM	08/02 - 01:20 PM	4	PHY	WAN	Not Present: Explained (SRC ELECTIONS - ...

Page 1 of 1 | Items 10 | Displaying 1 - 1 of 1

Study 5E Yr10	10ST5B03	0S6	2	2	0	0	2	0	0	0	0	100	100	100	100
Study 6A Yr10	10ST6A04	0S6	2	2	0	0	2	0	0	0	0	100	100	100	100
Study 6E Yr10	10ST6B03	0S6	2	2	0	0	2	0	0	0	0	100	100	100	100