

Attendance codes

Based on the Department of Education's [School Attendance Register Codes](#).

Description		Examples
A	<p>Unjustified An unjustified absence is where the principal determines not to accept a parent/carer's explanation for their child's absence, using their discretion and professional judgement. This code is used if no explanation has been provided within 7 days.</p>	<ul style="list-style-type: none"> • Parent/carer informs the school the student is taking the day off to celebrate their birthday. • Repeated pattern of absence explained as due to illness, without appropriate medical evidence/information to support the absence • Attending a birthday party • Sleeping in
S	<p>Sick This code is used when the absence is due to illness or injury or as the result of a medical or paramedical appointment and the principal accepts this explanation. Medical certificates should be supplied where possible.</p>	<ul style="list-style-type: none"> • Medical appointment • Dental appointment • Occupational therapy appointment • Speech therapy
L	<p>Approved leave This code is used for leave that has been approved by the principal.</p>	<ul style="list-style-type: none"> • Cultural/religious events • Family commitment, for example Sorry Business, funeral or family emergency • Family holiday during school terms • Emergency events (fire, flood, or snow which results in inaccessibility for some students where the school is open). • Misadventure/unforeseen event. For example, flooded roads, flat car battery, confirmed train delay or strike and the student has no other transport option.
B	<p>Official school business This code is used when a student is not on the school site, on official school business.</p>	<ul style="list-style-type: none"> • School sport (regional and state carnivals) • Students representing the school on official business (for example, spelling bee finals, debating, prefect meetings) • School excursions • Selective/OC tests
F	<p>Flexible This code is used when student is on a flexible timetable and is not at school because they are not required to be there.</p>	<ul style="list-style-type: none"> • Best Start assessments • Staggered starts at the beginning of the year for specific year groups • Where a class or school is declared non-operational, and learning from home materials are provided
H	<p>Shared enrolment The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full-time basis.</p>	<ul style="list-style-type: none"> • Support classes • Behaviour schools • Hospital schools
M	<p>Approved exemption This code is used when a student is exempt from attendance at school, in line with the Exemption from School Procedures. In all cases, collaborative planning with families must occur prior to a Certificate of Exemption being issued by a delegated officer.</p>	<ul style="list-style-type: none"> • The student was exempt from attending school for a part day (elite arts, elite sports, employment) and a Certificate of Exemption has been issued by a delegated officer. • The student was exempt from attending school for a part day (transition, behaviour, health care plan) and a Certificate of Exemption has been issued by a delegated officer.
E	<p>Suspension This code is used when a student is suspended from school.</p>	