

Roll Marking in State Schools

Absence reason codes for reasonable excuse

Reason why student is not physically present at school	Code	Explanatory notes	Counted as an absence*
School activity	A	Student is participating in an authorised school activity for school purposes. May include participation in school choirs, youth parliament, or community service, or attendance at a hospital school. Refer to the Guidelines.	No
Attendance not required	B	Student was not required to attend school on this day as it is not included in his/her educational program, or for a student with charge-related reasons the student has enrolled in a School of Distance Education or engaged in an educational program. This code also applies if the student is in a youth detention centre.	No
Excursion	C	Student is participating in an excursion which occurs outside the school grounds and is conducted, organised and/or approved by the school. Excursions could include part-day, full-day or multi-day class visits to venues outside the school or school camps.	No
Off Campus activity	F	Student is participating in an authorised activity that is away from the school campus. These activities may include flexible arrangements, attendance at a TAFE or other training provider course, participation in a VET activity or participation in a school-based apprenticeship or traineeship. These activities will be regular and ongoing.	No
Holiday	H	The parent, or the student if they are living independently, has informed the school that the student/family is taking a holiday. Note that holidays during the school term should be discouraged. If the absence is more than 10 consecutive days, an exemption is required. Refer to Exemptions from Compulsory Schooling and Compulsory Participation .	Yes
Illness	I	The parent, or the student if they are living independently, has informed the school that the student is sick. This includes all references to ill health or reasons related to the health of the student. If a medical certificate has been provided this should be noted in OneSchool and kept on file. If a child is unable to attend school for a period longer than 10 consecutive school days, an exemption is required. Refer to Exemptions from Compulsory Schooling and Compulsory Participation . A child may be absent from school if the child is, or is a member of a class of persons that is, subject to a direction or order given about an infections or contagious disease or condition.	Yes
Natural Disaster	N	Student is unable to attend school due to an extreme weather event or other natural disaster.	No
Sorry Business	D	Aboriginal and Torres Strait Islander students participating in sorry business. Refer to Guidelines .	Yes
Other	O	The principal has determined that the excuse provided by the parent or student (where the student is an adult or where it would be inappropriate to ask the parent) is reasonable. Principals must use the Guidelines to determine reasonable excuses and document these reasons. This code may be used for medical and dental appointments, religious observances, funerals, and legal matters.	Yes
Short suspension	P	Student is suspended for 1 to 10 days under s283 of the EGPA.	Yes
Long suspension	Q	Student is suspended for 11 to 20 days under s283 of the EGPA, or for a student with charge-related reasons, the student has not enrolled at a School of Distance Education or engaged in an educational program.	Yes
Suspension – recommended exclusion	R	Student is suspended with the recommendation for exclusion under s293 of EGPA.	Yes
Sport (Representative Sport)	S	Student is representing their school, district, region, state or nation at a sporting event recognised by the school.	No, if representing their school, district state or region. Yes, in all other circumstances.
Sport (Non-representative)	O	Student is participating in sporting activities that are not endorsed by the school and is not representing the school, district, region, state, or nation.	Yes
Work experience	W	Student is participating in an approved work experience program.	No
Exemptions	Z	Student has an exemption from schooling. Refer to Exemptions from Compulsory Schooling and Compulsory Participation .	No

*For absences less than 2 hours (i.e. E or L code from Table 1), the absence will not be counted irrespective of reason given.