

## School Attendance Register Codes – Information for Parents

Attendance register codes are codes that all government schools use to record the attendance of your child whilst enrolled. The codes are usually a single letter that describes why your child is absent for the day. You may be asked by the school to expand on the reason you give for your child's absence. You have 7 days to explain why your child is absent from the day they are away from school. If you do not notify the school of the reason your child is absent, the absence is recorded automatically as unexplained or unjustified.

### Holidays

If you are thinking of taking a family holiday in the school term period, you will need to complete an "Extended Leave Form" before you go. You can ask your school for a copy of the form to complete. If the Principal approves the application, your child's absences will be recorded as an "L" for Leave for the duration of your holiday. If you do not complete the application, your child's absences will be recorded as unjustified "A".

### Leave

The "L" code is used for leave, such as approved holidays,

attending a funeral, misadventure or an unforeseen event, serious illness of an immediate family member, sorry business and recognised religious ceremonies.

### Sick

The "S" code is used for absences due to sickness. A parent will need to notify the school that their child is sick and give a brief explanation of the symptoms, such as cold, fever etc. The "S" code is also used for all medical appointments that your child needs to attend. This includes mental health appointments.

The Principal can request medical certificates if the number of absences coded as "S" becomes concerning.

### Unexplained or Unjustified

The "A" code is used for absences that have not been explained by the parent within 7 days of the absence or an unjustifiable reason has been given, such as a haircut appointment.

### Suspension

The "E" code is used for when a child is suspended from school and it does not have a negative affect on your child's attendance percentage.

### Exemption

The "M" code is used if your child has been granted an exemption from attendance by the Principal. For example, if your child is engaging with JobLink Plus to gain employment in Year 11, they may be given an exemption from attendance whilst ever they are engaging with this support service.

### School Business

The "B" code is used when a student is absent from school due to official school business such as an excursion, work experience, school sporting challenges or attending TAFE.

### Flexible

The "F" code is used for senior students participating in a flexible timetable and are not required to be at school on certain days or time of day. This includes VET courses, HSC Pathways Program or examination periods.

### Partial absences

The code P is used for part day absences. If a student is picked up at lunchtime for a medical appointment, the absence time and code "Ps" will be recorded.