# Roll marking in state schools

Flowchart for recording student absences

**Student is absent for either entire or part day**

**Reason is known and is deemed reasonable** e.g. prior notice has been given, excursion, camp, work experience, sporting activity

**Reason is NOT known**

**Reason is known and is deemed unreasonable** **by the principal**

**Code as U - Unexplained**

This includes late arrivals and early departures which have not been explained

**Code as appropriate\*:**

A – School activity

B – Attendance not required

C – Excursion

D – Sorry Business

F – Off campus activity

G – Family reasons

H – Holiday

I – Illness & medical appointments

N – Natural disaster

O – Other

P – Short suspension

Q – Long suspension

R – Suspension pending exclusion

S – Sport (representative)

W – Work Experience

\*examples in [Table 2](https://ppr.mpe.qed.qld.gov.au/attachment/table-2-absence-reason-codes-for-reasonable-and-unreasonable-excuses.docx)

**Principal may seek clarification about the reason given**

**Reason is clarified and is deemed unreasonable** **by the principal**

**Code as**

**J – Unauthorised**

Parents are notified of an unexplained absence

**Override U – Unexplained and amend absence code as appropriate:**

|  |  |
| --- | --- |
| A – Authorised school activity | N – Natural disaster |
| B – Attendance not required | O – Other |
| C – Excursion | P – Short suspension |
| D – Sorry Business | Q – Long suspension |
| F – Off campus activity | R – Suspension pending exclusion |
| G – Family reasons | S – Sport (representative) |
| H – Holiday | W – Work Experience |
| I – Illness & medical appointments |  |

**Reason is clarified and is deemed reasonable** **by the principal**

**Code as appropriate**

**Override U - Unexplained and amend code to**

**J – Unauthorised**

Unreasonable excuse for absence

**Code remains as   
U – Unexplained**

Reasonable excuse for absence

Principal decides whether excuse given is considered reasonable or unreasonable

No reason for absence given

Reason for absence given by parent/carer/ independent student