# Roll marking in state schools

## Table 2 - Absence reason codes for reasonable and unreasonable excuses

Pursuant to s.176(1) of the *Education (General Provisions) Act* *2006* (Qld) (EGPA), each parent of a child who is of [compulsory school age](https://ppr.mpe.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure) must ensure that the child is [enrolled](https://ppr.mpe.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure) and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable excuse. Pursuant to s.239(1) of the EGPA, a parent of a young person in the [compulsory participation phase](https://ppr.mpe.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure) must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

| **Reason** | **Absence Reason**  **Code** | **Description** | **Examples** | **Considered reasonable** | **Counted as an absence\*** |
| --- | --- | --- | --- | --- | --- |
| School activity | A | Student is participating in an authorised school activity for school purposes.  **NOTE:** If used for attendance at hospital school, upon discharge from hospital, the hospital school should advise the usual school of any variations in the student’s attendance. Replace Code A with Code I (Illness and medical appointments) for days when the student has not participated in the education program at the hospital school due to illness. | * Performing in school choir, band or dance group * Participating in youth parliament or council, or in community service * Attending a hospital school | Yes | No |
| Attendance not required | B | Student is not required to attend school on this day as it is not included in their educational program. | * Year 12 students with a four-day timetable * Exam blocks where students are not required to attend on days with no exams * Students who are on a charge-related suspension and who have enrolled at a school of distance education or are accessing an educational program from home * Students in a youth detention centre * Absence is subject to a direction or order given about an infectious or contagious disease or condition * Students on a [part-time educational program](https://intranet.qed.qld.gov.au/Students/LearningandDisabilitySupport/Documents/part-time-educational-program-guidelines.pdf) (for DoE employees only) | Yes | No |
| Excursion | C | Student is participating in a [school excursion](https://ppr.mpe.qed.qld.gov.au/pp/school-excursions-procedure). | * Includes part-day, full-day or multi-day class visits to venues outside the school * School camps and overnight excursions | Yes | No |
| Sorry Business | D | Aboriginal or Torres Strait Islander students participating in Sorry Business\*.  Parents should be encouraged to ensure their child misses as little school as possible. Schools should work with families to encourage them to have the child attend school to maintain a sense of routine where culturally appropriate. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.  \*’Sorry Business’ is an expression used by Aboriginal and Torres Strait Islander people for a time of**mourning** in the community. | * Cultural activities related to a recent family bereavement * Grief for a close family member or extended family members | Yes | Yes |
| Off campus activity | F | Student is participating in an authorised activity that is away from the school campus. These activities will be regular and ongoing in nature. | * [Flexible arrangements](https://ppr.mpe.qed.qld.gov.au/pp/flexible-arrangements-involving-an-alternative-education-provider-procedure) * Attendance at a TAFE or other training provider course * Participation in a school-based apprenticeship or traineeship * Attendance at a Positive Learning Centre | Yes | No |
| Family reasons | G | Student is absent due to family circumstances beyond the influence of the student. The parent is aware that their child is absent and an explanation has been provided to the school.  Parents should be encouraged to ensure their child misses as little school as possible. Schools should work with families to encourage them to have the child attend school to maintain a sense of routine. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.  Where these absences are persistent and regular, principals should discuss the situation with the parent and/or student to determine if additional supports and/or strategies are required to strengthen engagement and improve attendance. | * Moving house * Transport issues * Family member is ill or in hospital | Yes | Yes |
| Holiday | H | The parent, or the student if they are living [independently](https://intranet.qed.qld.gov.au/EducationDelivery/Stateschooling/Pages/independent-students-in-state-schools.aspx) (DoE employees only), 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 may be considered. Refer to [Exemptions from compulsory schooling and compulsory participation](https://ppr.mpe.qed.qld.gov.au/pp/exemptions-from-compulsory-schooling-and-compulsory-participation-procedure). |  | Yes | Yes |
| Illness and medical appointments | I | The parent, or the student if they are living [independently](https://intranet.qed.qld.gov.au/EducationDelivery/Stateschooling/Pages/independent-students-in-state-schools.aspx) (DoE employees only), has informed the school that the student is sick.  Where these absences are persistent and regular, schools may request that documentary evidence (e.g. medical certificate) is provided. If a medical certificate has been provided, this should be noted in OneSchool and kept on file.  If a student is unable to attend school for a period longer than 10 consecutive school days, an exemption may be considered. Refer to [Exemptions from compulsory schooling and compulsory participation](https://ppr.mpe.qed.qld.gov.au/pp/exemptions-from-compulsory-schooling-and-compulsory-participation-procedure). | * All references to ill health or reasons related to the health of the student (including [mental health](https://ppr.mpe.qed.qld.gov.au/pp/supporting-students-mental-health-and-wellbeing-procedure)) * Absences to attend medical/dental/health professional appointments during school hours * School refusal (i.e. student refusing to go to school due to a fear of attending school or anxiety about leaving home) | Yes | Yes |
| Unauthorised | J | The excuse given for a student absence is deemed as unreasonable by the principal. The reason (with any supporting evidence) as to why an explanation is considered to be unreasonable must be documented in OneSchool. | * Leisure activities * Shopping * Visiting friends and relatives * Celebrating birthdays * Fishing * Truancy * Any other reason for absence that the principal does not consider to be reasonable | No | Yes |
| Natural disaster | N | Student is unable to attend school due to an extreme weather event or other natural disaster.  This code may be used whether or not the student is continuing with school work while absent from school, and may be used for full or part-day absences. |  | Yes | No |
| Other | O | Only use this code if the no other absence reason code is suitable and the principal has determined that the excuse provided by the parent or student (where the student is [independent](https://intranet.qed.qld.gov.au/EducationDelivery/Stateschooling/Pages/independent-students-in-state-schools.aspx), an adult, or where it would be inappropriate to ask the parent) is reasonable.  Parents should be encouraged to ensure their child misses as little school as possible. Schools should work with families to encourage them to have the child attend school to maintain a sense of routine. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child | * Religious observances * Relevant cultural events (e.g. NAIDOC week) * Funerals * Legal matters (i.e. attending court) * Non-representative sport events / sports events not endorsed by the school | Yes | Yes |
| Short suspension | P | Student is suspended for 1 to 10 days under s.283 of the EGPA. |  | Yes | Yes |
| Long suspension | Q | Student is suspended for 11 to 20 days under s.283 of the EGPA, or for a student who is on a charge-related suspension and who has not enrolled at a school of distance education. |  | Yes | Yes |
| Suspension pending exclusion | R | Student is suspended pending an exclusion decision by the principal. |  | Yes | Yes |
| Sport (Representative) | S | Student is representing their school, district, region, state or nation, or officiating at a sporting event which is recognised by the school (refer to [Queensland Representative School Sport](https://queenslandschoolsport.education.qld.gov.au/) for the full list of representative sports).  **NOTE:** If non-representative sport, use Code O (Other). | * District trials * Regional trials * State championships * School Sport Australia events | Yes | No |
| Unexplained | U | No reason has been given for the student’s absence. |  | No | Yes |
| Work experience | W | Student is participating in a [work experience program](https://ppr.mpe.qed.qld.gov.au/pp/work-experience-placements-for-school-students-procedure) approved and organised by the school. |  | Yes | No |
| Exemptions | Z | Student has been granted an exemption from schooling. Refer to [Exemptions from compulsory schooling and compulsory participation](https://ppr.mpe.qed.qld.gov.au/pp/exemptions-from-compulsory-schooling-and-compulsory-participation-procedure).  Refer to [Guidelines for recording attendance of students who are enrolled but not attending school and cannot be located, and students who have been granted an exemption from schooling](https://ppr.mpe.qed.qld.gov.au/attachment/guidelines-for-recording-attendance-of-students.pdf) |  | Yes | No |

\**For absences less than two hours (i.e. E or L code from* [*Table 1*](https://ppr.mpe.qed.qld.gov.au/attachment/table-1-absence-codes-for-full-or-part-day-absence.docx)*), the absence will not be counted irrespective of the reason given.*