



Rationale

Pimpama State School is committed to providing safe and supportive learning environments for all students which address individual educational needs. Pimpama State School expects all children should be enrolled at school and attend on every school day. High absenteeism can place students in unsafe situations and negatively impact their future opportunities.

Pimpama State School's attendance policy aims to ensure every child attends school regularly by actively employing targeted strategies to improve student attendance. Pimpama State School acknowledges that under Queensland law, parents/carers must ensure each child of school age is enrolled and attends school all day every school day unless the child has a reasonable excuse.

Individual student attendance targets

- 95% to 100% attendance
- 0 unexplained absences
- 0 absences without reasonable excuse

School community beliefs about the importance of attending school

Your Child, Our Student, Their Future

Pimpama State School believes attendance at school is the responsibility of everyone in the community. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Regular school attendance will mean each child gets a better chance at life. Children who go to school all day every school day, learn better, make friends, are happier, and have a brighter future.

Pimpama State School is committed to adopting a five-step approach to encourage attendance and address student absenteeism by:

- developing a positive school culture
- communicating high expectations of attendance
- recording and following up student absences
- monitoring student non-attendance
- providing intervention and support

Responsibilities

School Responsibilities

It is the responsibility of the school to:

- inform parents of their legal obligations about enrolment and attendance
- implement strategies to manage student enrolment, absences, high absenteeism, school refusal and truancy
- monitor student absences and identify:
 - when a student is absent for three or more consecutive days, or
 - where there is a pattern of persistent unexplained absences, or
 - where a student's attendance rate is reasonably considered unsatisfactory



- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- continue to follow up unexplained absences as practicable with parents
- continue to work with regional office staff and other local resources to engage with the student and their family with the aim of returning the student to school
- follow appropriate processes for enforcing parental obligation in regard to attendance

Student Responsibilities

It is the responsibility of the student to:

- attend school all day, every day (unless when a reasonable excuse prevents attendance)
- arrive at school on or before 8:30am ready for learning
- leave the school no earlier than 2:35pm to maximise learning time
- ensure individual attendance remains above 85%

Parent/carer Responsibilities

It is the responsibility of the parents/carers to:

- ensure each child of school age is enrolled and attends school all day, every school day unless the child has a reasonable excuse ensure student meets student responsibilities
- provide reasonable explanations of student absence on the morning of a student being absent
- provide supporting evidence (medical certificate, specialist reports) relating to a reasonable excuse when absence is more than three consecutive days and/or attendance falls below 85%
- avoid going on holidays during school terms and seek prior approval from the Principal for holidays exceeding 10 consecutive school days
- seek appropriate support from, and communicate regularly with, teachers and school support staff for students refusing to attend school or experience anxiety about school
- make satisfactory attempts to engage with professionals outside of the school according to individual needs

Responses to absences

When a student is **absent without explanation for 3 or more days**, Pimpama State School will take the following actions:

- make reasonable contact with the parents/carers to determine a reasonable excuse for the unexplained absences
- send an unexplained absence letter providing the family with 3 school days to provide a reasonable excuse for the unexplained absences

When a **pattern of absences has been identified**, Pimpama State School will take the following actions:

- make reasonable contact with the parents/carers to discuss circumstances
- work in partnership with the parents/carers to develop an Individual Attendance Plan which responds to the needs of the student while outlining clear goals and timelines for students and parents/carers
- refer students to school support staff
- refer students and parents/carers to relevant professionals and support agencies outside of the school

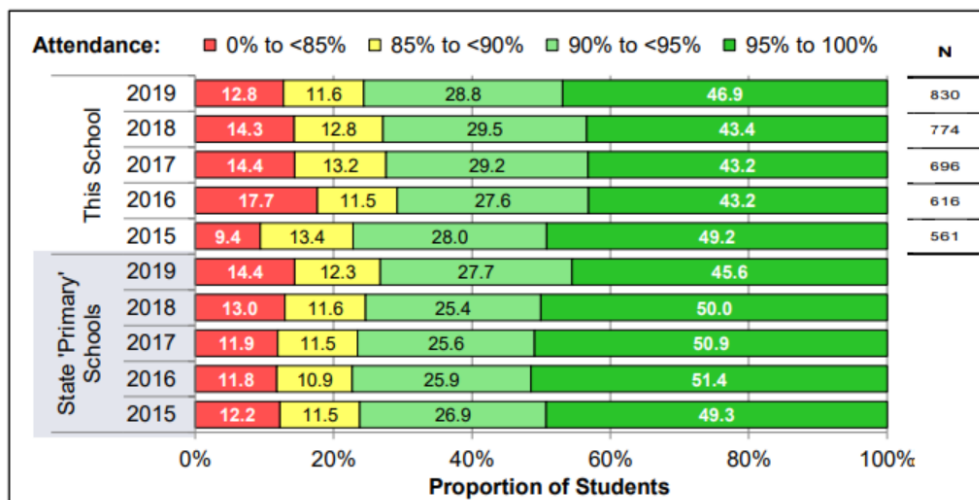
Where there is no reasonable excuse for the student's non-attendance, the department may refer parents to the Queensland Police Service for prosecution, in accordance with [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#).



Attendance Targets

- Increase whole school attendance to 95% or higher.
- Increase the percentage of students with green attendance (95% to 100%) to 50% or higher.
- Decrease the percentage of students with red attendance (0% to <85%) to 10% or lower.

Attendance Data



Strategies to Improve Student Attendance

Pimpama State School is committed to adopting a five-step approach to lift student attendance.

School Attendance Officers	Attendance Committee
Administrative Officers	Deputy Principals Director of Inclusive Learning Guidance Officer Head of Conduct

Develop a positive school culture

Pimpama State School believes students are more likely to attend and achieve at school if they feel accepted, valued, respected and included. Pimpama State School is committed to developing a positive school culture by:

- establishing appropriate policies that support a safe and caring environment including the Pimpama Values and Behaviour program
- encouraging positive, respectful relationships between staff and students
- implementing inclusive education programs for students with diverse learning needs
- greeting and saying good afternoon to students by name each day
- encouraging parents/carers to be involved in the school through the P&C and volunteer programs
- presenting attendance awards on parade to the class with the highest attendance each week
- providing awards to students who maintain an attendance of 100% for the entire year



- establishing partnerships with universities and industry to help students develop long term aspirational career goals

Communicate high expectations of attendance

Pimpama State School believes that the promotion of the importance of attendance to students, parents/carers, staff and other members of the community leads to improved student attendance for all students. Pimpama State School is committed to communicating high expectations of attendance by:

- establishing and publicising school and student attendance targets (>95% for all students)
- including frequent and consistent messages about the importance of attendance in all communications with the community including newsletters and enrolment interviews
- promoting the links between school attendance and student achievement in all classrooms
- communicating the impact of absences in student report cards
- identifying clear responsibilities for the school, students and parents/carers with regards to attendance
- encouraging staff to consistently reinforce attendance expectations to students and parents/carers
- discussing reasonable and unreasonable excuses for student absence to students and parents/carers

Record and follow up student absences

Pimpama State School believes that 'consistent and persistent' follow up proactively supports students attend every day, while maintaining accountability on the part of the school, student and parents/carers. Pimpama State School is committed to recording and following up student absences by:

- ensuring teachers mark class rolls every morning and afternoon in OneSchool
- establishing clear processes for recording absences and managing unexplained absences
- establishing a dedicated attendance phone line for parents/carers to notify the school on the morning a student is absent
- identifying clear responsibilities for the school, students and parents/carers with regards to daily absence recording
- contacting parents/carers seeking an explanation for unexplained absences

Monitor student non-attendance

Pimpama State School believes understanding a student's attendance pattern and trend enables staff to focus their attention on specific attendance issues. Pimpama State School is committed to monitoring student attendance by:

- identifying student attendance by rate:

95% to 100%	Green
90% to <95%	Light Green
85% to 90%	Yellow
<85%	Red



- analysing absence and attendance information regularly
- contacting the parents/carers when a student is absent for three days without explanation to seek a reasonable excuse for this absence
- contacting the parents/carers to discuss strategies to improve attendance when absences impact student learning

Provide intervention and support

Pimpama State School believes there will be some students and parents/carers who need additional assistance to attend school regularly. Pimpama State School is committed to providing intervention and support by:

- working in partnership with parents/carers to develop Individual Attendance Plans for students when attendance falls below 85% without satisfactory explanation and/or supporting evidence
- developing an Individual Attendance Plan which responds to the individual needs of each student while outlining clear goals and timelines for students and parents/carers
- referring students to School Attendance Committee to identify reasons for absences and develop intervention plans
- referring students and parents/carers to relevant professionals outside of the school
- encouraging parents/carers to participate in parenting skills training, where appropriate
- liaising with other agencies as needed to suit individual circumstances

Where there is no reasonable excuse for the student's non-attendance, the department may refer parents to the Queensland Police Service for prosecution, in accordance with [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#).

Internal Procedures to Improve Student Attendance

Recording absences

Recording absence with a reasonable excuse

- Attendance Officer/s review absence line to determine reasons for absence.
- If the reason is known, the Attendance Officer/s determines if a reasonable excuse is given based on the *Director-General's Guidelines for authorised officers on how to determine whether parents have a reasonable excuse (Appendix C)*.
- Reasonable excuses are coded in OneSchool using the following reason codes:

Reason	Code	Description	Examples	Considered Reasonable	Counted as absence
School activity	A	<p>Student is participating in an authorised school activity for school purposes.</p> <p>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.</p>	<ul style="list-style-type: none"> 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	<p>Student is not required to attend school on this day as it is not included in their educational program.</p> <p>This may include part-time students, or students whose educational program does not require their attendance on particular days.</p>	<ul style="list-style-type: none"> Year 12 students with a four day timetable Exam blocks where students are not required to attend on days with no exams Students suspended with charge-related reasons and who have enrolled at a school of distance 	Yes	No

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Reason	Code	Description	Examples	Considered Reasonable	Counted as absence
			education or an educational program <ul style="list-style-type: none"> Students in a youth detention centre 		
Excursion	C	Student is participating in an excursion that occurs outside the school grounds and is conducted, organised and/or approved by the school.	<ul style="list-style-type: none"> Includes part-day, full-day or multi-day class visits to venues outside the school School camps 	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 normalcy. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.	<ul style="list-style-type: none"> Cultural activities related to a recent family bereavement Grief for a close family member 	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.	<ul style="list-style-type: none"> Flexible arrangements 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. 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	<ul style="list-style-type: none"> Moving house Transport issues Family member is ill or in hospital 	Yes	Yes

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Reason	Code	Description	Examples	Considered Reasonable	Counted as absence
		strategies are required to strengthen engagement and improve attendance.			
Holiday	H	The parent, or the student if they are living independently (available to 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 is available. Refer to Exemptions from compulsory schooling and compulsory participation .		Yes	Yes
Illness and medical appointments	I	<p>The parent, or the student if they are living independently (available to DoE employees only), has informed the school that the student is sick.</p> <p>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.</p> <p>If a student is unable to attend school for a period longer than 10 consecutive school days, an exemption is available. Refer to Exemptions from compulsory schooling and compulsory participation.</p>	<ul style="list-style-type: none"> • All references to ill health or reasons related to the health of the student (including mental health), • 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) • Absence is subject to a direction or order given about an infections or contagious disease or condition 	Yes	Yes
Natural disaster	N	<p>Student is unable to attend school due to an extreme weather event or other natural disaster.</p> <p>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.</p>		Yes	No

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Reason	Code	Description	Examples	Considered Reasonable	Counted as absence
Other	O	The principal has determined that the excuse provided by the parent or student (where the student is independent , an adult, or where it would be inappropriate to ask the parent) is reasonable, however the existing absence reason codes are not suitable to use for the excuse provided.	<ul style="list-style-type: none"> Religious observances 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 with charge-related reasons who has not enrolled at a school of distance education or engaged in an educational program.		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 at a sporting event recognised by the school. NOTE: If non-representative sport, use Code O (Other).		Yes	No
Work experience	W	Student is participating in a work experience program 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 . 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		Yes	No

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Recording absence without a reasonable excuse

- If the reason is deemed unreasonable, the Attendance Officer/s contact the parent/carers (via phone or email) to provide further clarification about the reason.
- Further clarification is discussed with the Deputy Principal.
- Reasonable excuses are coded in OneSchool using the reason codes above.
- Unreasonable excuses are coded in OneSchool as **J – unauthorised**.

Recording absence without a known reason (unexplained)

- Attendance Officer/s Code as **U (unexplained)**. This includes late arrivals and early departures.
- Attendance Officer/s contact the parents/carers (via SMS or phone call) requesting a reason for absence.
- If a reason is provided, determine if the reason given is reasonable or unreasonable and code in OneSchool as appropriate.
- If a reason for absence is not given, code on OneSchool remains as **U (unexplained)**

Reason	Code	Description	Examples	Considered Reasonable	Counted as absence
Unexplained	U	No reason has been given for the student's absence.		No	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.	<ul style="list-style-type: none">• 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

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Recording part day absences

- Early departures (before 2:35pm) and late arrivals (after 8:30am) are coded in OneSchool using the following codes.

Type of Absence	Code	Explanatory notes	Counted as half day absence
Early (No Penalty)	E	Student left early, but within the final 2 hours of scheduled schooling. This will not count as an afternoon/half day absence.	No
Late (No Penalty)	L	Student arrived late, but within 2 hours of scheduled schooling. This will not count as a morning/half day absence.	No
Morning	M	Student was absent for the morning. This will count as a half day absence.	Yes
Afternoon	P	Student was absent during the afternoon.	Yes

Managing patterns of non-attendance

Managing unexplained absences

When a student is absent for three consecutive days without explanation or more than three unexplained absences over the course of a school year:

- Attendance Officer/s make a reasonable attempt to contact the parents/carers (via phone).
- If a reason is provided, determine if the reason given is reasonable or unreasonable and code in OneSchool as appropriate.
- If no reason is provided, Attendance Officer/s prepare and send an **unexplained absence letter** (Letter 1) generated in OneSchool (via email) and notes the date the letter is sent.
 - If parents/carers provide no excuse for absences within three days of Letter 1 being sent, Attendance Officer/s notifies the Deputy Principal to monitor unexplained absences.
 - If parents/carers provide no excuse and the student is not attending regularly after 10 school days of Letter 1 being sent, the Deputy Principal presents student attendance concern to the Attendance Committee.
 - Attendance Committee reviews existing circumstances and interventions, and considers if [Enforcing Attendance](#) procedures are required.

Managing persistent patterns of non-attendance without reasonable excuse

When a student's individual attendance falls below 85%:

- Classroom teacher or Deputy Principal identifies student has attendance below 85% in attendance data review.
- Classroom teacher or Deputy Principal documents and reviews provided reasons for absences and presents the student to the Attendance Committee.
- If the Attendance Committee deems existing actions are appropriate, the Deputy Principal will continue to monitor absences.
- If the Attendance Committee deems additional intervention is required, case manager/s are assigned to develop an Attendance Intervention Plan.
- Case manager/s liaise with parents/carers and external agencies to support increased attendance.
- Case manager/s records support in Attendance Intervention and Support Record.

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- Attendance committee reviews interventions and supports within three weeks, and considers if [Enforcing Attendance](#) procedures are required.

Related resources

Every Day Counts

<http://education.qld.gov.au/everydaycounts/>

Every Day Counts resources

<http://education.qld.gov.au/everydaycounts/resources.html>

Every Day Counts video resources

<https://www.youtube.com/playlist?list=PLgfv5epyrnQDLNMTmhLA6z-cssQylcsvN>

Department of Education: Roll Marking in State Schools

<http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx>

Department of Education: Managing student absences and enforcing student enrolment and attendance at State School

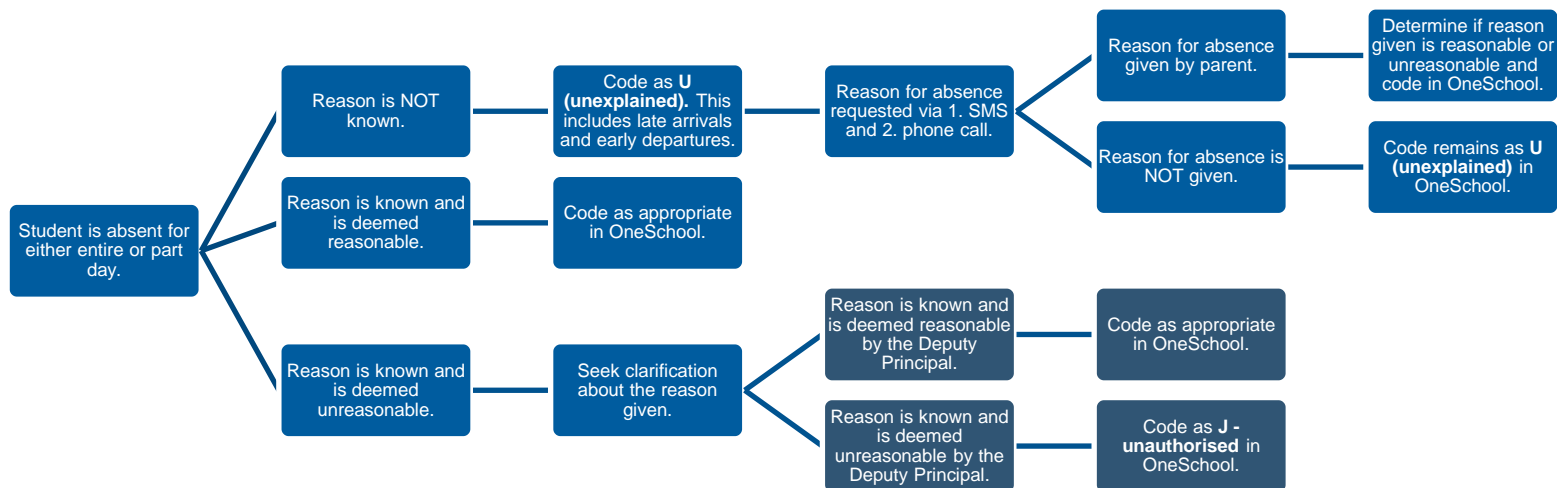
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>

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Appendix A – Flowchart for recording absences



Reason	Code	Counted as absence
School activity	A	No
Attendance not required	B	No
Excursion	C	No
Off campus activity	F	No
Family reason	G	Yes
Holiday	H	Yes
Illness	I	Yes
Natural disaster	N	No
Sorry business	D	Yes
Other	O	Yes
Short Suspension (1-10 days)	P	Yes
Long Suspension (11-20 days)	Q	Yes

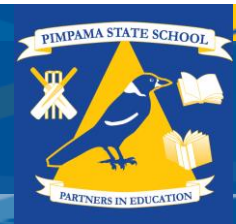
Reason	Code	Counted as absence
Sport (representative)	S	No
Work experience	W	No
Exemptions	Z	No

Unauthorised	J	Yes
Unexplained	U	Yes

Early departure (between 12:35pm and 2:35pm)	E	No
Late arrival (between 8:30am and 10:30am)	L	No
Absent for morning (arrive after 10:30am)	M	Yes (half day)
Absent for afternoon (depart before 12:35pm)	P	Yes (half day)

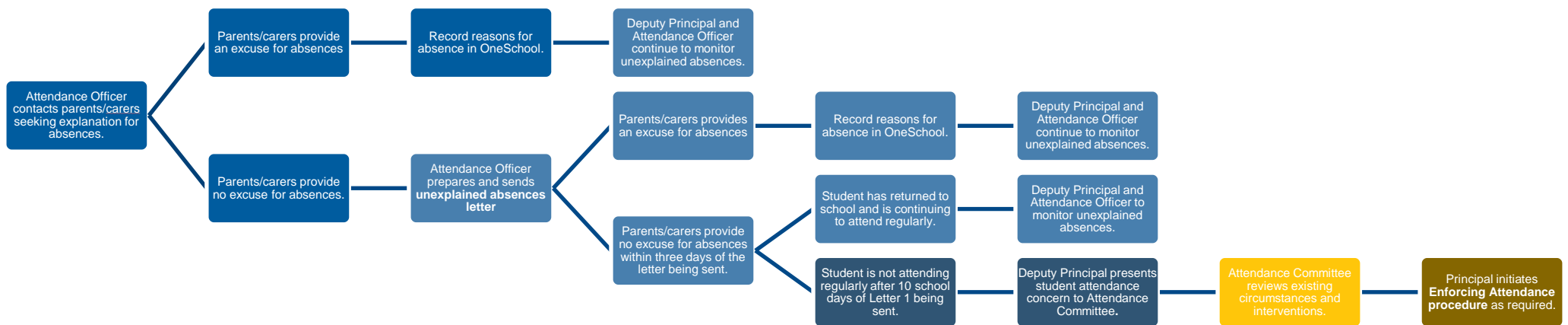
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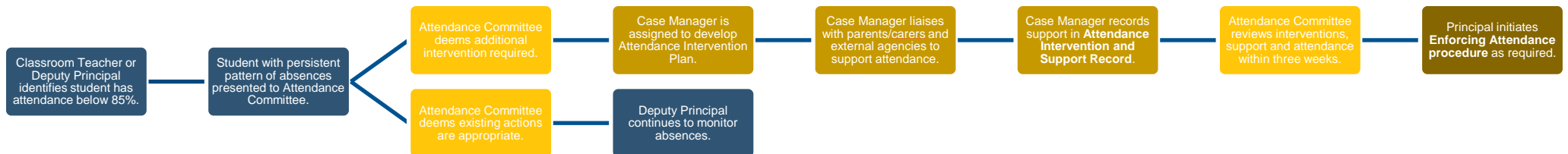


Appendix B – Flowchart for managing patterns of non-attendance

Managing unexplained absences



Managing persistent patterns of non-attendance without reasonable excuse



Appendix C – Guidelines for determining whether excuses for student absence are considered reasonable excuses

Pursuant to s176(1) of the Education General Provisions Act (EGPA) 2006, each parent of a child who is of [compulsory school age](#) must ensure that the child is [enrolled](#) 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 s239(1) of the Education General Provisions Act (EGPA) 2006 a parent of a young person in the [compulsory participation phase](#) must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

A student who is participating in one of the following activities must be recorded as not physically present at the school site but will not be recorded as absent for the purpose of report cards or school attendance data:

School activity (Absence Reason Code A) – A student will not be considered absent when they are participating in an authorised activity for school purposes. Examples include students performing in school choirs, bands or dance groups, students participating in a youth parliament or council, or students participating in community service. Students attending a hospital school should also be marked with Code A. Upon discharge from hospital, the hospital school should advise the usual school of any variations in the student's attendance. Code A should be replaced with Code I (Illness) for days when the student has not participated in the education program at the hospital school due to illness.

Excursion (Absence Reason Code C) – A student will not be considered absent when they are participating in an excursion which occurs outside the school grounds and is conducted, organised and/or approved by the school. Excursions include part-day, full-day or multi-day class visits to venues outside the school, and school camps.

Natural Disaster (Absence Reason Code N) – A student will not be considered absent if they are 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.

Off Campus Activity (Absence Reason Code F) – A student will not be considered absent if they are 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, or participation in a school-based apprenticeship or traineeship. These activities will be regular and ongoing in nature.

Sport – Representative (Absence Reason Code S) – A student will not be considered absent when they are representing the school, district, region, state or country at a sporting event approved by the school. For non-representative sport, see below.


Work experience (Absence Reason Code W) – A student will not be considered absent when they are participating in a work experience program approved and organised by the school. Work experience programs are available for students 14 years or older. Schools must ensure appropriate work experience agreements have been completed before students participate in work experience.

Exemption (Absence Reason Code Z) – The student has been formally exempted for this absence and is recorded in the school's exemption register.

Attendance not required (Absence Reason Code B) – The student was not required to attend school on this day as it is not included in his/her educational program. This may include part-time students or students whose educational program does not require their attendance on particular days. This code should be used for a student suspended with charge-related reasons and who has enrolled at a School of Distance Education or an educational program. This code also applies if the student is in a youth detention centre.

The following circumstances will be considered absences for which a reasonable excuse has been given:

Illness (Absence Reason Code I) – It is reasonable that a child may be absent from school when they are genuinely too ill to attend. On any single day of absence due to illness, or as soon as possible within 2 days of the student's return to school, a parent should provide the school with an explanation for the absence, in line with the school's agreed processes for notifying of student absence. This may take the form of a written explanation note containing the student's



name, date(s) of absence(s) and reason for absence(s), a verbal explanation through either a phone call or visit to the school, or a medical certificate.

If the absence is more than 10 consecutive school days, an exemption is required. Refer to [Exemptions from Compulsory Schooling and Compulsory Participation](#).

Infectious or contagious disease (Absence Reason Code I) – It is a reasonable excuse for a child to 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 infectious or contagious disease or condition](#).

Medical or dental treatments or procedures (Absence Reason Code O) – In some circumstances it may be reasonable for a student to be absent to attend a medical or dental appointment during school hours, however, parents should be encouraged to make these appointments out of school hours if possible. These absences should be documented through the provision of a written or verbal explanation from a parent.

Holiday (Absence Reason Code H) – Holidays during terms should be actively discouraged. Parents should be encouraged to plan holidays during gazetted school holiday periods and student free days. If the absence is more than 10 consecutive school days, an exemption is required. Refer to [Exemptions from Compulsory Schooling and Compulsory Participation](#).

Religious observance (Absence Reason Code O) – In some circumstances it may be reasonable for a student to be absent to participate in a special religious observance. These absences should be documented through the provision of a written or verbal explanation from the parent.

Sport – Non-representative (Absence Reason Code O) – Principals should use their professional judgement to determine if it is reasonable for a student to be absent from school to participate in a sporting event where they are not representing their school, district, region, state or nation, taking into consideration the type of event and the organising sporting body.

Suspension – Suspension is a reasonable excuse for absence and the following applies:

- a student suspended for 10 days or less (**Absence Reason Code P**)
- a student suspended for 11 to 20 days (**Absence Reason Code Q**)
- a student suspended with charge-related reasons and has not enrolled at a School of Distance Education or engaged in an educational program (**Absence Reason Code Q**)
- a student suspended with a recommendation for exclusion (**Absence Reason Code R**).

For all suspensions, the school's principal must take reasonable steps to ensure the student can continue their education.


Law of the Commonwealth (Absence Reason Code O) – It is a reasonable excuse for a child to be absent from school if a Law of the Commonwealth allows a child to carry on an activity other than attending school.

Funeral (Absence Reason Code O) – Attendance at a funeral may be considered as a reasonable excuse for absence. Parents should be encouraged to ensure their child misses as little school as possible. There may also be circumstances where a child is kept out of school due to grief for a close family member. In such circumstances, the school should work with families to encourage them to have the child attend school to maintain a sense of normalcy. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.

Sorry Business (Absence Reason Code D) - Student is Aboriginal or Torres Strait Islander and was required to be absent to participate in cultural activities related to a recent family bereavement. Parents should be encouraged to ensure their child misses as little school as possible. There may also be circumstances where a child is kept out of school due to grief for a close family member. In such circumstances, the school should work with families to encourage them to have the child attend school to maintain a sense of normalcy. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.

Legal (Absence Reason Code O) – It is a reasonable excuse for a child to be absent from school where the child is required to attend court or fulfil other legal requirements.

The following circumstances will be considered absences for which there is NOT a reasonable excuse given:



Unexplained absence (Absence Reason Code U) – When no explanation for a student absence has been offered to the school by the parent, or the student if they are living independently.

Leisure activities (Absence Reason Code J - Unauthorised) – Undertaking a leisure activity such as shopping, visiting friends and relatives, or fishing, is not considered a reasonable excuse for an absence from school.

Any other reason for absence (Absence Reason Code J - Unauthorised) – The principal should use their professional judgement in determining whether other reasons given by the parent, or the student if they are living independently, are reasonable explanations for a student's absence. If the reason given is not a reasonable excuse, the principal should document the decision and record the absence with the Code J.