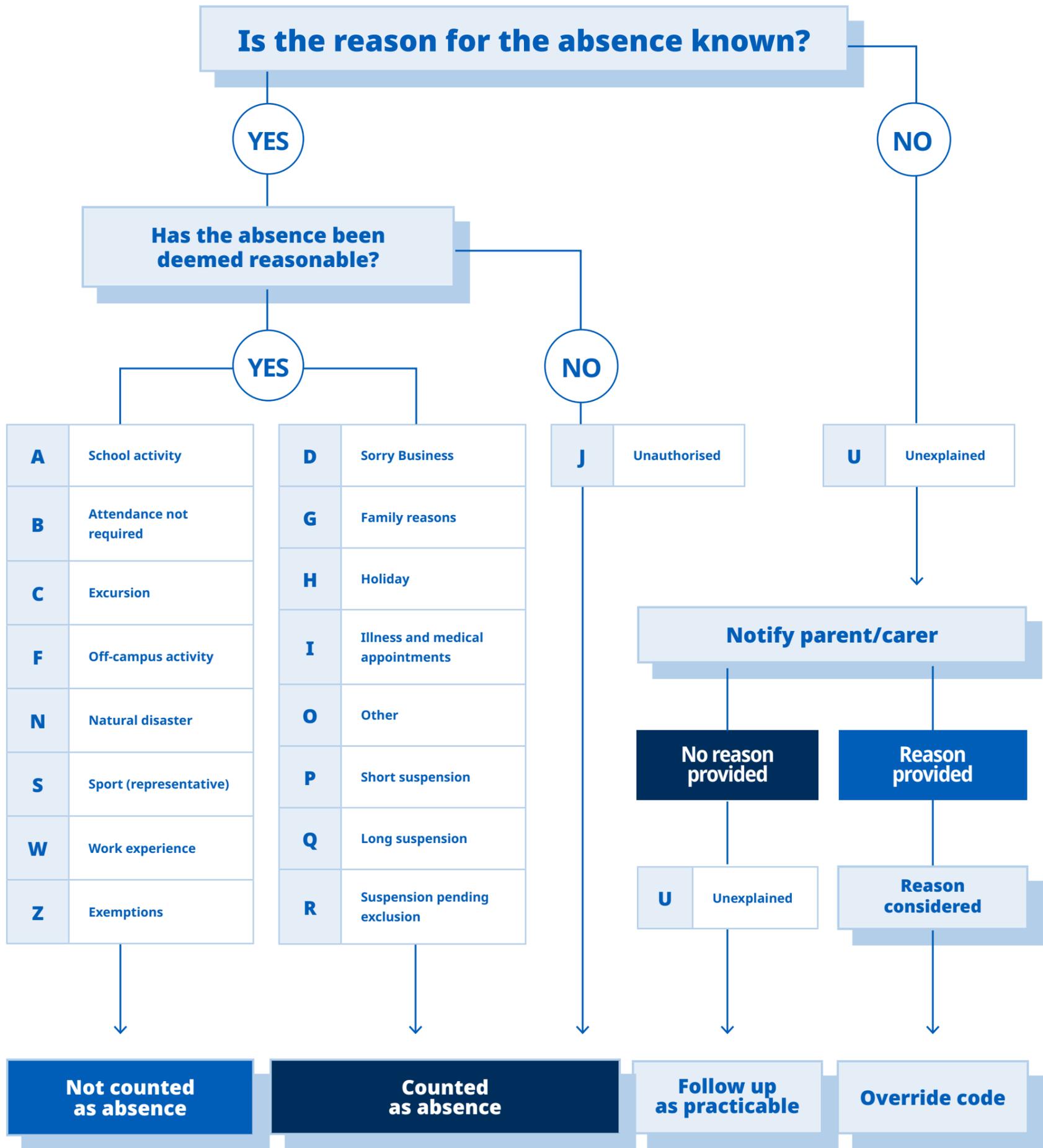


# Assigning absence reason codes



With most appropriate reason code

**Find out more**

<https://intranet.qed.qld.gov.au/EducationDelivery/Stateschooling/Pages/roll-marking-student-absence-management.aspx>



## Summary of student absence reason codes

Reason	Code	Explanatory notes	Considered reasonable	Counted as an absence
School activity	<b>A</b>	Student is participating in an authorised school activity for school purposes.	✓	⊗
Attendance not required	<b>B</b>	Student is not required to attend school on this day as it is not included in their educational program.	✓	⊗
Excursion	<b>C</b>	Student is participating in a <a href="#">school excursion</a> . ↗	✓	⊗
Sorry Business	<b>D</b>	Aboriginal or Torres Strait Islander students participating in Sorry Business*. <small>*'Sorry Business' is an expression used by Aboriginal and Torres Strait Islander people for a time of mourning in the community.</small>	✓	✓
Off-campus activity	<b>F</b>	Student is participating in an authorised activity that is away from the school campus. These activities will be regular and ongoing in nature.	✓	⊗
Family reasons	<b>G</b>	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.	✓	✓
Holiday	<b>H</b>	The parent, or the student if they are living <a href="#">independently</a> ↗ (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 <a href="#">Exemptions from compulsory schooling and compulsory participation</a> .	✓	✓
Illness and medical appointments	<b>I</b>	The parent, or the student if they are living <a href="#">independently</a> ↗ (DoE employees only), has informed the school that the student is sick.	✓	✓

Find out more

<https://ppr.qed.qld.gov.au/attachment/table-2-absence-reason-codes-for-reasonable-and-unreasonable-excuses.docx>



Reason	Code	Explanatory notes	Considered reasonable	Counted as an absence
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 unreasonable must be documented in OneSchool.	⊗	⬇
Natural disaster	N	Student is unable to attend school due to an extreme weather event/natural disaster.	⬇	⊗
Other	O	Only use this code if 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 <a href="#">independent</a> <sup>2</sup> (DoE employees only), an adult, or where it would be inappropriate to ask the parent) is reasonable.	⬇	⬇
Short suspension	P	Student is suspended for 1 to 10 days under s.283 of the EGPA.	⬇	⬇
Long suspension	Q	Student is suspended for 11—20 days under s.283 of the EGPA, or for a student who is on a charge-related suspension and has not enrolled at a school of distance education.	⬇	⬇
Suspension pending exclusion	R	Student is suspended pending an exclusion decision by the principal.	⬇	⬇
Sport (representative) If non-representative sport, use Code O - Other.	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 <a href="#">Queensland Representative School Sport</a> <sup>2</sup> for the full list of representative sports).	⬇	⊗
Unexplained	U	No reason given for the student's absence.	⊗	⬇
Work experience	W	Student is participating in a <a href="#">work experience program</a> <sup>2</sup> approved and organised by the school.	⬇	⊗
Exemptions	Z	Student has been granted an exemption from schooling. Refer to <a href="#">Exemptions from compulsory schooling and compulsory participation.</a> <sup>2</sup> <i>Refer to <a href="#">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</a> <sup>2</sup></i>	⬇	⊗