

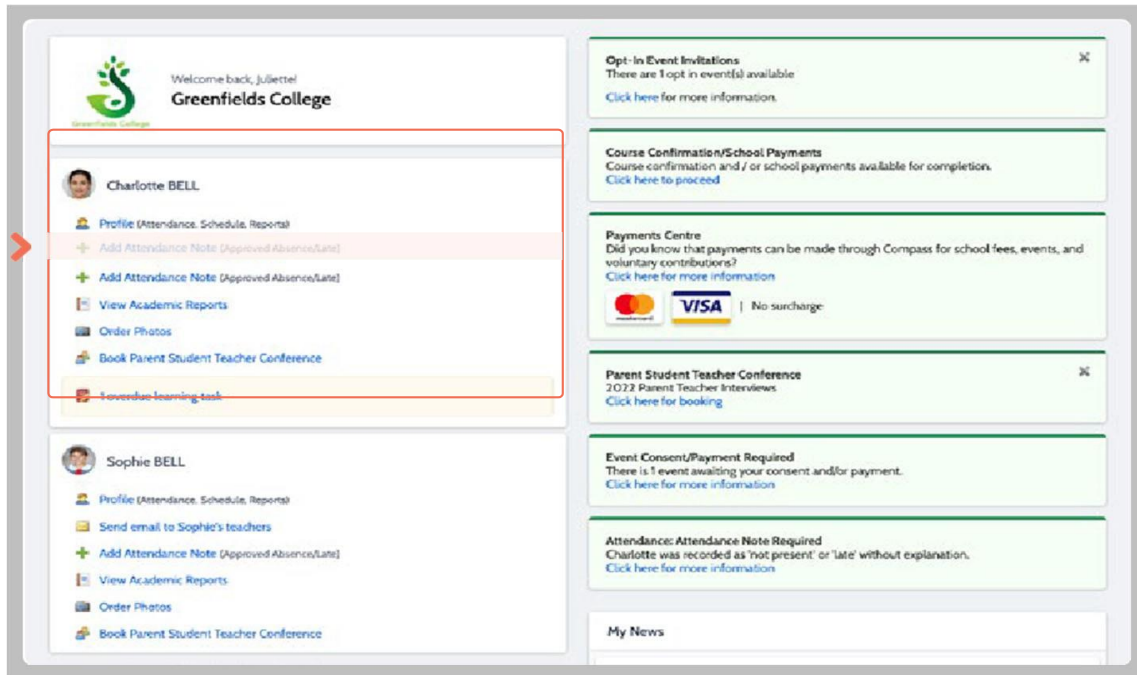
Quick guide Attendance code for parents

How To: Add an Attendance Note for an upcoming Absence

STEP 1

If your child is going to be away, you can add in an Attendance note to advise the school.

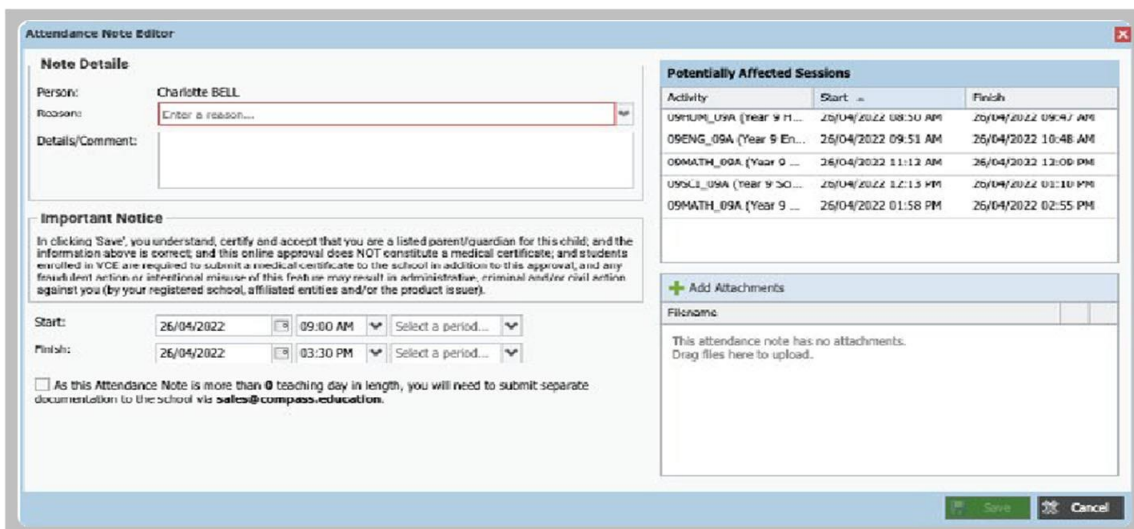
To do so, click '**Add Attendance Note (Approved Absence/Late)**'.



STEP 2

A Note screen will open. Select the applicable reason from the drop-down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click '**Save**'.



Reason for Absence: Options at a glance

Medical Illness

Student is not at school because they:

- are unwell due to a physical or mental health concern and this is impeding their ability to be at school and learn
- have been injured or become unwell at school and have been sent home
- are in hospital
- have a chronic health condition or pain
- have menstrual or pelvic pain
- are receiving treatment for head lice (refer to the head lice policy on pal).

Healthcare appointment, off-site

Student is not at school as they are attending:

- an appointment with a medical practitioner
- a dental appointment
- an allied health appointment or assessment (including an NDIS appointment)
- counselling
- another medical appointment, off-site.

Bereavement

Student is not at school as they are:

- attending a funeral
- away due to the death of a friend or family member.

Truancy

Student is not at school and does not have permission to be absent. Their parent/carer:

- may be aware of the absence but does not approve, or
- does not know about the absence and believes the student is at school.

Extended Family Holiday

Student is not at school as they are on an extended family holiday. Their parent/carer has received prior approval from the principal for the absence, and a Student Absence Learning Plan has been considered.

Religious or cultural observance

Student is not attending school due to religious or cultural observance.

Parent choice, school unapproved

Student is not at school, and their parent/carer has:

- provided a reason for the absence (for example, shopping, visiting friends), but the school does not consider this a reasonable excuse
- provided a reason for the absence, but approval has not been sought in advance or in accordance with school policy or conditions of approval (for example, requirements for extended family holiday or school refusal or school can't)
- advised the school that their child is unable to attend due to a requirement to work in the family business (for example, farm work, in a restaurant or shop)
- advised the school that the student is attending private tutoring or a re-engagement program that is not organised by the school.