

Classifying lesson attendance codes

All attendance and absences are recorded in Compass using Lesson Attendance Codes. These codes fit within the following categories:

- Attending;
- Authorised absences;
- Unauthorised absences; or
- Not required to attend.

Lesson attendance code	Description
/ - Present	<ul style="list-style-type: none"> • The student is present at school.
N - Notified sick	<ul style="list-style-type: none"> • The student is absent due to illness. • A medical certificate is required for 3 or more consecutive days.
R - Reasonable absence	<ul style="list-style-type: none"> • The students' reason for absence is acceptable. • This does not include absences due to suspension, cultural reasons, illness, or vacation.
C - Cultural absence	<ul style="list-style-type: none"> • The student is absent for cultural or religious reasons, for a time negotiated in advance. • Absences after the agreed time, with no acceptable reason will be marked as unacceptable. • Includes funerals, sorry time and religious observances.
E - Education activity	<ul style="list-style-type: none"> • The student is an approved educational program. • Includes excursions, work placement, gifted and talented programs. • This is not classed as an absence.
L - Late	<ul style="list-style-type: none"> • Late to school or class.
U - Unexplained absence (cause not yet established)	<ul style="list-style-type: none"> • The student is absent with no explanation provided. • Includes when students don't return to school immediately following an approved absence.
X - Unacceptable reason	<ul style="list-style-type: none"> • The student is absent. • When the reason provided is unreasonable under section 25 of the School Education Act 1999.
K - Unauthorised vacation	<ul style="list-style-type: none"> • The student is absent due to a non-approved vacation. • Includes when students are on vacation longer than approved.
V - Vacation	<ul style="list-style-type: none"> • The student is absent due to a vacation. • Parents negotiate the absence in advance with school. • Principal/Deputy decides there are reasonable grounds to approve the absence. • Principal/Deputy can request students complete a work package during the absence.
Q - Year 11/12 study leave	<ul style="list-style-type: none"> • Year 11 and 12 students who are on study leave and not required to be at school.
T - Truant	<ul style="list-style-type: none"> • The student is absent from school site during the school day.

