Parents and Carers are advised of the following changes to School Attendance Register codes effective from the start of the 2015 school year:

The Minister for Education has approved changes to the use of the Attendance Register codes for 2015.

Holidays

As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be included as absences. A Certificate of Exemption can no longer be granted for this purpose.

Families are encouraged to holiday or travel during school vacations. If travel during school term is necessary the following considerations apply:

- If the principal accepts the reason for the absence, the absence will be marked as “L”
- If the principal does not believe the absence is in the student’s best interests and does not accept the reason, the absence is unjustified and will be recorded as “A”
- If the period of absence is in excess of 50 days, the student may be eligible to enrol in Distance Education.

Leave

Leave of ten (10) or more school days will require a formal application for leave in writing. This letter of request should be addressed to the Principal prior to commencing the leave period indicating the specific reason or purpose for the request of leave.

Accepting explanations

- The “A” code is to be used if no explanation has been provided by parents/carers within seven days (7) of the occurrence of an absence, OR the explanation is not accepted by the principal. It is at the principal’s discretion to accept or reject the explanation provided.
- If a student’s absence is due to sickness the “S” code is used. The principal may request a medical certificate in addition to an explanation if the explanation is doubted or the student has a history of unsatisfactory attendance.