



# CATHOLIC EDUCATION

## Archdiocese of Canberra & Goulburn

### Attendance Codes for Electronic Roll Marking Reference Codes

#### ACT Attendance Codes

CODE	REASON	MEANING
@	Unexplained	The school is yet to receive an explanation for the absence.
A	Absent Without approval	The school has not received an explanation for the absence within a satisfactory time.
C	Cancelled Class	The school cancels a timetabled class.
D	Exemption Certificate	Exemption Certificate issued by the Director-General or delegate for ACT resident students or the CEO for NSW resident students, releasing the child or young person from their participation obligations for a specified period.
E	Excursion	Attending any excursion organised by the school.
I	Absence at an alternative sanctioned program	Schools will need to develop a list of alternative sanctioned programs and inform staff of what they are and when students are expected to be attending them. (eg: ILPs, music or dance lessons, AIS students, articulated courses, learning centre, time-out, partial home education etc.)
L	Absent with parental approval	The school has received an explanation for the absence.
P	Partial attendance – Late	The school should develop and implement a late policy that can be applied in a fair and consistent manner.
Pd	Partial attendance – Early Departure	
S	Illness	Absence due to an illness, injury or other medical condition.
W	Work Experience	Attending work experience as part of the school program.
Z	Suspended	This is a process of withdrawing students from school if their behaviour contravenes the school's established Student Management and Welfare Policy and Procedures.

**Note:** That label for codes may not correspond directly to the reason descriptions described in "Enrolment and Attendance Guidelines for Non-Government Schools (2005)". This is because the system relies on the descriptive text for some program logic.