

Important information about attendance

- Start and finish times
- Late arrival process
- School absence telephone number
- Serious, injury or incident process

Start 8:50am – Finish 3:00pm
 Obtain a late slip from the office
 Ph: 3452 4870
 Notify the school office

How attendance is recorded at Sunnybank State School**Full day absences**

Classroom Teachers will mark the roll twice each day and record students who are not present. This information will be recorded in OneSchool.

Part day absences

Classroom Teachers will mark the roll twice each day and record students who are not present. This information will be recorded in OneSchool.

Further information can be found in the [Roll marking in state schools procedure](#).

Table – Absence codes for full or part day absence

Type of Absence	Code	Explanatory notes
Entire day	A	Student was absent entire day.
Early (No Penalty)	E	Student left early, but within the final two hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than two hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see “P” code).
Late (No Penalty)	L	Student arrived late, but within two hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first two hours of the scheduled school day, this will count as a morning/half day absence (see “M” code).
Morning	M	Student was absent for the morning. This will count as a half day absence.
Afternoon	P	Student was absent for the afternoon. This will count as a half day absence.