Managing attendance types

Attendance types are used in all attendance management. The various types are used to indicate whether students are present at school or absent, and what form this presence or absence takes. Different schools may use attendance types in different ways, and there may be different government compliance requirements in different states.

When a school is implemented, a default set of attendance types is deployed. These can be customised, added to, or archived (with a few exceptions) to meet school internal, or external compliance, requirements.

To edit existing absence types
To edit an attendance type, click the Edit button on the record. This will load the Edit attendance type popup.

Depending on whether the selected type is an ancillary or core type you may or may not be able to edit some areas.

To create a new attendance type
Click on the New type button in the toolbar at the top of the page. This will load the Edit attendance type popup. Fill in the fields to meet the school’s requirements.

The Edit attendance type popup
Overleaf is an annotated screenshot of the Edit attendance type popup which explains each of the components.
A note about attendance type icons

Generally, SEQTA uses icon colours as a quick reference as to whether the attendance type used is a presence or absence, as follows:

- Icons using red count towards absence tally
- Icons using blue are considered as present
  - Icons using orange are considered off campus
  - Icons using green are considered on campus
- Icons using grey are considered uncounted, and may not count towards days enrolled

While the systematic use of icons is not enforced when editing attendance types, it is recommended that the colour-use convention is maintained to aid the quick reference of attendance types, and ease of use for teachers in their roll marking.