



CONVEYANCE ALLOWANCE - ATTENDANCE RECORDS

From 2025 onwards, all conveyance claims will require submission of an official record of attendance for the student(s), sourced from the school, as proof of travel. If an acceptable record is not submitted, the claim will be rejected.

What is considered acceptable evidence?

There is no standardised format for reporting attendance for schools in WA, different schools use different reporting formats.

For a report to be acceptable as evidence, the following must be clearly visible:

- The student's name
- The name of the school attended
- Dates attended/absent in the relevant period

As an alternative to compiling an attendance report, schools may opt to provide a letter stating attendance. In this case, a signature from an authorised staff member and the school's letterhead must be clearly visible.

What is considered unacceptable evidence?

Generally, anything that doesn't clearly show the necessary information or is not obviously from the school will not be accepted. Examples of unacceptable records include:

- Your own personal diary
- Excel spreadsheets that you have compiled yourself
- Unverifiable/unclear emails or screenshots

What period should my evidence cover?

Conveyance allowance is claimed on a per-term basis. Please keep proof of attendance to the relevant term only. Half year and full year reports make it difficult to determine how much travel occurred in each term and will possibly result in delays in processing a claim.

If I have more than one child approved for conveyance, do I need to submit attendance for each of them?

Yes. If attendance records for only one child are submitted, claims will be processed on the assumption that only one child travelled.

What are some examples of acceptable attendance records?

The following are examples of commonly used reports that are considered acceptable evidence of attendance. Please note that this is not an exhaustive list.



School Name

Attendance Summary (am/pm)



School Logo

Absences during the date range: 15 Jul 2024 to: 20 Sep 2024

| Legal Surname: Name First Name: Name Address: 123 Fake Street, Notreal, WA, 6000 Telephone : Date of Birth : 1 Jan 1900 Form : YY/YY from 15 JUL 2024 | Week Ending | % Attendance | Mo | Tu | We | Th | Fr | Sa | Su | Total | % Auth | % Unauth | Late |
|--|-------------|--------------|-----|-----|-----|-----|-----|-----|----|-------|--------|----------|------|
| | 19 JUL 2024 | | | L \ | / \ | / \ | / \ | / \ | CC | CC | 0 | 0.00 | 0.00 |
| 26 JUL 2024 | | | / \ | / \ | / \ | / \ | / \ | CC | CC | 0 | 0.00 | 0.00 | 0 |
| 2 AUG 2024 | | | / \ | / \ | / \ | / R | / \ | CC | CC | 1 | 10.00 | 0.00 | 0 |
| 9 AUG 2024 | | | / \ | / \ | / \ | R R | / \ | CC | CC | 2 | 20.00 | 0.00 | 0 |
| 16 AUG 2024 | | | / \ | / \ | R \ | / \ | / \ | CC | CC | 1 | 10.00 | 0.00 | 0 |
| 23 AUG 2024 | | | / \ | / N | R R | / \ | / \ | CC | CC | 3 | 30.00 | 0.00 | 0 |
| 30 AUG 2024 | | | / \ | / \ | / \ | / \ | / \ | CC | CC | 0 | 0.00 | 0.00 | 0 |
| 6 SEP 2024 | | | / \ | / \ | / \ | / \ | / \ | CC | CC | 0 | 0.00 | 0.00 | 0 |
| 13 SEP 2024 | | | / \ | / \ | / \ | / \ | / \ | CC | CC | 0 | 0.00 | 0.00 | 0 |
| 20 SEP 2024 | | | / \ | / \ | / \ | / \ | / \ | HH | HH | 0 | 0.00 | 0.00 | 0 |
| Totals | | | | | | | | | | 7 | 7.00 | 0.00 | 1 |

Absence codes recorded as Authorised are: R, Z, N, V, F, C

Absence codes recorded as Unauthorised are: U, X, T, K










Attendance report

Students: 1
 Date range: 2024-07-15 to 2024-09-20
 Time range: 00:00:00 to 23:59:00
 Grouping: student
 Records matched: 336
 Number of rows: 1

| Surname, Given | YY | FORM | HR | PCP | P1 | P2 | P3 | P4 | P5 | P6 |
|----------------|----|------|----|-----|----|----|----|----|----|----|
| 2024-07-16 | | | ★ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-17 | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-18 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-19 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-22 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-23 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-24 | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-25 | | | ★ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-26 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-29 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-30 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-07-31 | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-01 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-02 | | | ✘ | | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| 2024-08-05 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-06 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-07 | | | ★ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-08 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-09 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-12 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-13 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-14 | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-15 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-16 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-19 | | | ✘ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-20 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-21 | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-22 | | | ✓ | | ★ | ★ | ★ | ★ | ★ | ★ |
| 2024-08-27 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-28 | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-29 | | | ✘ | | ✘ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-08-30 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-02 | | | ✘ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-03 | | | ✘ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-04 | | | ✓ | ○ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-05 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Students: 1
 Date range: 2024-07-15 to 2024-09-20
 Time range: 00:00:00 to 23:59:00
 Grouping: student
 Records matched: 336
 Number of rows: 1

| | HR | PCP | P1 | P2 | P3 | P4 | P5 | P6 |
|------------|----|-----|----|----|----|----|----|----|
| 2024-09-06 | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-09 | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-10 | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-11 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-12 | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-13 | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-16 | ✘ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-17 | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-18 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-19 | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2024-09-20 | ✓ | | | | | ✓ | ✓ | ✓ |

-  unresolvedlate Unresolved late
-  absenceapproved Approved absence
- notapplicable Not required to attend
-  medical Medical
-  kiosk-unresolved-late Kiosk Unresolved Late
-  late Late
-  yes In-class
-  alternate Alternate programme
-  latetoclass Late to class
-  educationalactivity Educational activity

School Name

Individual Absentee Report

Filter: All Lesson Absences, 1 or more half days absences

Date Range: 15 APR 2024 to: 28 JUN 2024

Lastname, Given

Form: Code

Year: N

Contact Details Name: Person McPerson
Relationship: Parent
Phone: 4444444444(M)

Contact Details Name: Dude McDude
Relationship: Parent
Phone: 1111111111(M)

| Day/Date | Short Comment | am | pm | Period detail | Comments | Letter |
|----------------|---------------------|----|----|---------------|----------|--------|
| Mon, 15th Apr | Alternative-program | E | E | | | N |
| Tue, 16th Apr | | U | U | | | N |
| Wed, 17th Apr | | U | U | | | N |
| Thur, 18th Apr | Excursion | E | E | | | N |
| Fri, 19th Apr | On campus activity | E | E | | | N |

Total Half-Days Absent: 4 (Excluding Approved Absences)

Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, Y - Enforced Closure, C - Cultural/Religious, N - Notified as sick, V - Vacation, F - Flexible (code no longer active), Q - Study Leave Year 11 and 12 only, K - Unauthorised Vacation

School Name

Attendance Analysis for Students



Search Criteria: Roll Status=Current, Surname begins with NAME,

Date Range: 15 JUL 2024 to: 20 SEP 2024

| Ref No. | Student | Year/Form | Gender | % Attendance | | | No. Attended | No. of Half Days | ½ Day Absences | % Attend |
|---------|----------------|-----------|--------|--|----|-----|--------------|------------------|----------------|----------|
| | | | | 0 | 50 | 100 | | | | |
| 1111 | Surname, Given | Y/School | G | <div style="width: 97.96%; background-color: orange; height: 10px;"></div> | | | 96 | 98 | 2 | 97.96 |

Absences exclude Approved Activities

Name of School lives here

Given Name Surname

Year: N

Form :Code

between 16 JUL 2024 and 20 SEP 2024 Day

| | AM | PM | Periods | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|----|----|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tue, 16th JUL 2024 | / | / | - | - | / | / | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | | | |
| Wed, 17th JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 18th JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 19th JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 22nd JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 23rd JUL 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 24th JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 25th JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 26th JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 29th JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 30th JUL 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 31st JUL 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 1st AUG 2024 | / | / | - | / | / | L | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 2nd AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 5th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 6th AUG 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 7th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 8th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 9th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 12th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 13th AUG 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 14th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 15th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 16th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 19th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 20th AUG 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 21st AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 22nd AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 23rd AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 26th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 27th AUG 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 28th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 29th AUG 2024 | / | / | - | U | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 30th AUG 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 2nd SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 3rd SEP 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 4th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 5th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 6th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 9th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 10th SEP 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 11th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 12th SEP 2024 | E | E | - | E | E | E | - | - | E | E | - | E | E | - | E | E | - | E | E | - | E | E | - | E | E | |
| Fri, 13th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Mon, 16th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Tue, 17th SEP 2024 | / | / | - | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / |
| Wed, 18th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Thu, 19th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |
| Fri, 20th SEP 2024 | / | / | - | / | / | / | - | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | - | / | / | |

49 Records

School Name

Form Attendance Record - Term 3 2024

Week Starting: 15 JUL 2024 for 10 week/s

| Week Start: | 15 JUL 2024 | 22 JUL 2024 | 29 JUL 2024 | 5 AUG 2024 | 12 AUG 2024 | 19 AUG 2024 | 26 AUG 2024 | 2 SEP 2024 | 9 SEP 2024 | 16 SEP 2024 | Total Half-Day Absences | |
|---------------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|------------|------------|-------------|-------------------------|---|
| Students | M T W T F | M T W T F | M T W T F | M T W T F | M T W T F | M T W T F | M T W T F | M T W T F | M T W T F | M T W T F | | |
| Surname, Given Name | -- ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | ^ ^ ^ ^ ^ | NNNNNN/N NN | 9 |