



CONVEYANCE ALLOWANCE - ATTENDANCE RECORDS

From 2025 onwards, all conveyance claims submitted to School Bus Services (SBS) will require submission of an official record of attendance for the student 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

If a legend is used in the attendance report, this will also need to be included.

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?

Attendance evidence that doesn't clearly display the information required above or is not from the school the student attends for the term being claimed will not be accepted.

Examples of unacceptable records include:

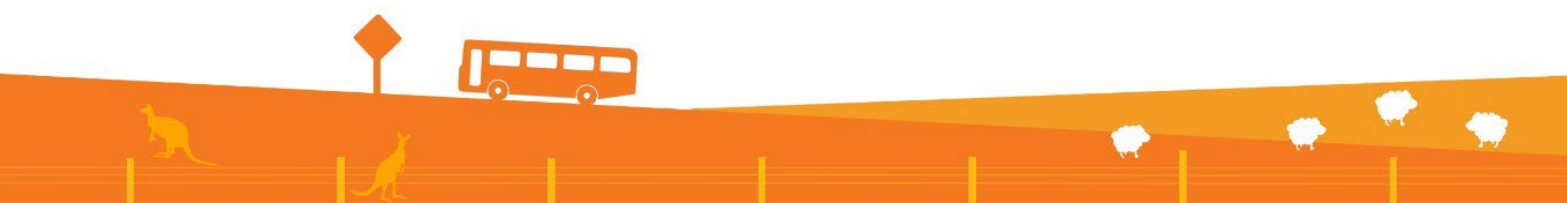
- Your own personal diary
- Spreadsheets or letters that you have compiled yourself
- Incomplete or unclear emails and screenshots
- School reports

If submitting any evidence and it does not have the required information, SBS will request further information or clarification to validate the claim.

If submitting attendance records as evidence that does not display the school name a letter will be required from the school, on the schools' letterhead, confirming enrolment of the student for the term being claimed.

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.

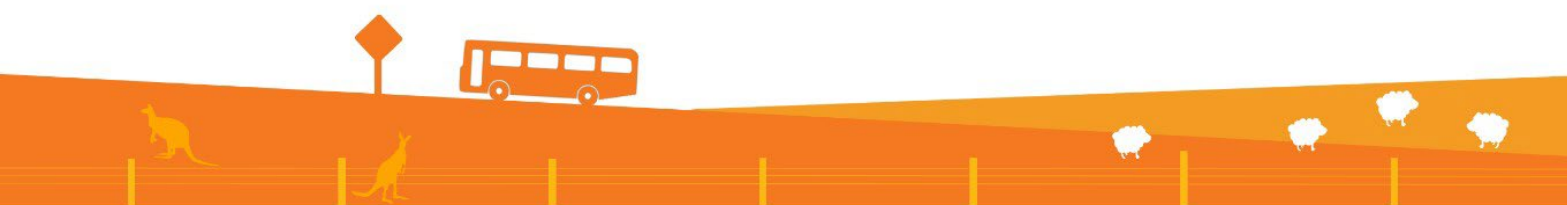
School Bus Services understands that families with multiple children approved for a conveyance allowance may not all attend or have absences at school on the same days. Attendance evidence records for each student is required to ensure that a claim for travel on all days can be validated.

What are some examples of acceptable attendance records?

The following pages show examples of commonly used attendance reports that are considered acceptable evidence, however, SBS may need additional clarification to process the claim.

Please note that this is not an exhaustive list and SBS may seek clarification from the guardian or school.

School Bus Services will contact guardians via email in the first instance.



Compass

In Compass a Student Attendance Report (Complete Report) can be generated by the guardian. Through the app – Open in Browser – Profile – Attendance – Full Record (Select Term Dates) – Export – Complete Attendance – Export to PDF.



School Logo

Complete Attendance: Student O'Student

School Type

Time	Pd	Teacher	Status	Approved Activity/Absence
Wed, 05/02/2025 09:00	1		Present	
Wed, 05/02/2025 12:00	2		Present	
Thu, 06/02/2025 09:00	1		Present	
Thu, 06/02/2025 12:00	2		Present	
Fri, 07/02/2025 09:00	1		Present	
Fri, 07/02/2025 12:00	2		Present	
Mon, 10/02/2025 09:00	1		Present	
Mon, 10/02/2025 12:00	2		Present	
Tue, 11/02/2025 09:00	1		Present	
Tue, 11/02/2025 12:00	2		Present	
Wed, 12/02/2025 09:00	1		Present	
Wed, 12/02/2025 12:00	2		Present	
Thu, 13/02/2025 09:00	1		Present	
Thu, 13/02/2025 12:00	2		Present	
Fri, 14/02/2025 09:00	1		Present	
Fri, 14/02/2025 12:00	2		Present	
Mon, 17/02/2025 09:00	1		Present	
Mon, 17/02/2025 12:00	2		Present	
Tue, 18/02/2025 09:00	1		Present	
Tue, 18/02/2025 12:00	2		Present	
Wed, 19/02/2025 09:00	1		Present	
Wed, 19/02/2025 12:00	2		Present	
Thu, 20/02/2025 09:00	1		Present	
Thu, 20/02/2025 12:00	2		Present	
Fri, 21/02/2025 09:00	1		Present	
Fri, 21/02/2025 12:00	2		Present	
Mon, 24/02/2025 09:00	1		Present	
Mon, 24/02/2025 12:00	2		Present	
Tue, 25/02/2025 09:00	1		Present	
Tue, 25/02/2025 12:00	2		Present	
Wed, 26/02/2025 09:00	1		Present	
Wed, 26/02/2025 12:00	2		Present	
Thu, 27/02/2025 09:00	1		Present	
Thu, 27/02/2025 12:00	2		Present	
Fri, 28/02/2025 09:00	1		Present	
Fri, 28/02/2025 12:00	2		Present	
Tue, 04/03/2025 09:00	1		Present	
Tue, 04/03/2025 12:00	2		Present	
Wed, 05/03/2025 09:00	1		Present	
Wed, 05/03/2025 12:00	2		Present	
Thu, 06/03/2025 09:00	1		Present	
Thu, 06/03/2025 12:00	2		Present	
Fri, 07/03/2025 09:00	1		Present	
Fri, 07/03/2025 12:00	2		Present	
Mon, 10/03/2025 09:00	1		Present	
Mon, 10/03/2025 12:00	2		Present	
Tue, 11/03/2025 09:00	1		Present	
Tue, 11/03/2025 12:00	2		Present	
Wed, 12/03/2025 09:00	1		Present	
Wed, 12/03/2025 12:00	2		Present	
Thu, 13/03/2025 09:00	1		Present	
Thu, 13/03/2025 12:00	2		Present	
Fri, 14/03/2025 09:00	1		Present	
Fri, 14/03/2025 12:00	2		Present	
Mon, 17/03/2025 09:00	1		Present	
Mon, 17/03/2025 12:00	2		Present	
Tue, 18/03/2025 09:00	1		Present	
Tue, 18/03/2025 12:00	2		Present	
Wed, 19/03/2025 09:00	1		Present	
Wed, 19/03/2025 12:00	2		Present	
Thu, 20/03/2025 09:00	1		Present	
Thu, 20/03/2025 12:00	2		Present	
Fri, 21/03/2025 09:00	1		Present	

report generated on:

DD/MM/YY

1 of 2



School Logo

Complete Attendance: Student O'Student

School Type

Time	Pd	Teacher	Status	Approved Activity/Absence
Fri, 21/03/2025 12:00	2		Present	
Mon, 24/03/2025 09:00	1		Present	
Mon, 24/03/2025 12:00	2		Present	
Tue, 25/03/2025 09:00	1		Present	
Tue, 25/03/2025 12:00	2		Present	
Wed, 26/03/2025 09:00	1		Present	
Wed, 26/03/2025 12:00	2		Present	
Thu, 27/03/2025 09:00	1		Present	
Thu, 27/03/2025 12:00	2		Present	
Fri, 28/03/2025 09:00	1		Present	
Fri, 28/03/2025 12:00	2		Present	
Mon, 31/03/2025 09:00	1		Present	
Mon, 31/03/2025 12:00	2		Present	
Tue, 01/04/2025 09:00	1		Present	
Tue, 01/04/2025 12:00	2		Present	
Wed, 02/04/2025 09:00	1		Present	
Wed, 02/04/2025 12:00	2		Present	
Thu, 03/04/2025 09:00	1		Present	
Thu, 03/04/2025 12:00	2		Present	
Fri, 04/04/2025 09:00	1		Present	
Fri, 04/04/2025 12:00	2		Present	
Mon, 07/04/2025 09:00	1		Present	
Mon, 07/04/2025 12:00	2		Present	
Tue, 08/04/2025 09:00	1		Present	
Tue, 08/04/2025 12:00	2		Present	
Wed, 09/04/2025 09:00	1		Present	
Wed, 09/04/2025 12:00	2		Present	
Thu, 10/04/2025 09:00	1		Present	
Thu, 10/04/2025 12:00	2		Present	
Fri, 11/04/2025 09:00	1		Present	
Fri, 11/04/2025 12:00	2		Present	

School Name
Attendance Summary (am/pm)



School Logo

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

Table with student details (Legal Surname, First Name, Address, Telephone, Date of Birth, Form) and attendance data (Week Ending, % Attendance, Mo, Tu, We, Th, Fr, Sa, Su, Total, % Auth, % Unauth, Late) for the period 19 JUL 2024 to 20 SEP 2024.

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	a.m	p.m	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

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	-	-
Fri, 13th SEP 2024	/	/	-	/	/	/	-	-	/	/	-	/	-	-
Mon, 16th SEP 2024	/	/	-	/	/	/	-	-	/	/	-	/	-	-
Tue, 17th SEP 2024	/	/	-	-	/	/	/	-	/	/	-	/	-	-
Wed, 18th SEP 2024	/	/	-	/	/	/	-	-	/	/	-	/	-	-
Thu, 19th SEP 2024	/	/	-	/	/	/	-	-	/	/	-	/	-	-
Fri, 20th SEP 2024	/	/	-	/	/	/	-	-	/	/	-	/	-	-

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	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	- A A A A	A A A A A	A A A A A	A A A A A	A A A A A	A A A A A	A A A A A	A A A A A	A A A A A	NNNNNN/N NN	9

Attendance Report –Acceptable only with Proof of Enrolment from School

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

