

Attendance Code List for BHASVIC Registers 2022/23

Attended or did not need to attend

- / Present
- C Concession (also used if student is suspended)
- E Exam
- H Working from home (can only be used in prior agreement with Guidance Manager approval)
- L Late
- R Religious observance
- T Trip
- W Withdrawn
- X Transferred
- Student not expected in

Authorised Absence:

Where we have received written confirmation from parent/carer or official paperwork

- A Authorised absence
- I Medical absence – Formal doctor's note/hospitalisation etc

Other Absence Codes:

Where we do not have any formal, written confirmation of the absence, or the reason is unacceptable.

A telephone conversation does not formally authorise the absence.

- M Absence Notified via Parent Advantage
- O Absent - reason unknown
- P Phone notification of absence from parent/carer
- Q BHASVIC queried the absence via text, but no note to authorise the absence
- S Student signed out at reception
- U Unauthorised absence – reason cannot be accepted
- V Holiday in term time
- Z Student self-reported absence

On days of whole college closure (such as study leave/strike/snow) the register will just have a – mark to show no lessons took place and this mark will not count towards attendance at all.