

## Attendance Code List for BHASVIC Registers 2023

### Attended or did not need to attend

- /** Present
- C** Concession (also used if student is suspended)
- E** Exam
- L** Late
- R** Religious observance
- T** Trip
- W** Withdrawn
- X** Transferred
- Student not expected in (whole college closure – study leave/strike/snow)

### Authorised Absence:

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

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

### Other Absence Codes:

Where we have not yet processed the absence or the reason cannot be accepted

- M** Absence notified via Parent Portal (to be processed by Attendance Team)
- O** Absent - reason unknown
- P** Absence notified by parent (to be processed by Attendance Team)
- Q** BHASVIC queried the absence via text (please verify reason via Parent Portal)
- S** Student signed out at reception (please verify reason via Parent Portal)
- U** Unauthorised absence, reason cannot be accepted
- V** Holiday in term time (unauthorised)
- Z** Student self-reported absence (please verify reason via Parent Portal)