

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- W** Withdrawn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 – “other” reason (for example funeral, driving test, university open day)
- M** Medical appointment (for example doctors, hospital, dentist, orthodontists)
- H** Hospital / in-patient stay
- D** Unavoidable Travel Disruption (for example transport strikes)
- S** Sickness

Other Absence Codes:

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

- O** Absent - reason unknown (unauthorised)
- Q** Query – a reason for absence has been received however we have not yet reviewed the reason
- U** Unauthorised absence, reason cannot be accepted
- V** Holiday in term time (unauthorised)
- Z** Student self-reported absence (this remains unauthorised unless authorised via parent portal)