

## Attendance Code List for BHASVIC Registers 2025

### 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
- K** Temporarily suspended from college
- W** Withdrawn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 not listed below
- B** Work Experience – approved work experience placement
- D** Unavoidable travel disruption
- H** Hospital / in-patient stay
- M** Medical appointment – doctors, hospital, dentist, orthodontists etc
- 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 it
- U** Unauthorised absence, reason cannot be accepted
- V** Holiday in term time (unauthorised)
- Z** Student self-reported absence (verify reason via Parent Portal or it will remain unauthorised)