

## Attendance Code List for BHASVIC Registers

### Attended or did not need to attend

- /** Present
- C** Concession (also used if student is suspended)
- E** Exam
- R** Religious observance
- T** Trip
- W** Withdrawn
- X** Transferred

### Authorised Absence:

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

- A** Authorised absence
- I** Medical/dental appointment

### Late

- L** Late

### Unauthorised 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** Notified via Parent Advantage
- O** Absent - reason unknown
- P** Phone notification from parent/carer
- Q** BHASVIC queried the absence via text, but no note to authorise the absence
- S** Student signed out at reception, but no note to authorise the absence
- U** Absence notified but reasons is unacceptable (dentist/doctor's appointment/driving lesson)
- V** Holiday
- 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