

Attendance Code List for BHASVIC Registers

Attended or did not need to attend

- / Present
- C Concession for an individual student from lesson
- E Exam
- R Religious reasons
- T Trip
- W Withdrawn
- X Transferred
- Student not required to attend (e.g. study leave / snow day - for office use only)

Authorised Absence (we have received written confirmation)

- A Authorised/due to illness/funeral/driving test/University open day
- I Hospital / Orthodontist appointment

Late

- L Late

Unauthorised Absence- these are our main concerns as we do not have any formal, written confirmation of the absence (or the reason is not acceptable). A telephone conversation does not formally authorise the absence.

- K Student did not take part in the lesson (no kit)
- U Absence notified but reason is unacceptable (dentist/doctor's appointment/ driving lesson)
- P Phone notified but no letter authorising the absence
- O Reason unknown waiting for notification
- Q BHASVIC queried the absence via text, but still no note to authorise the absence
- S Student signed out at reception, but still no note to authorise the absence
- V Holiday

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