Attendance Code List for BHASVIC Registers 2024

| **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W   Withdrawn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 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)