Attendance Code Decision Tree

Te Tāhuhu o te Mātauranga
Ministry of Education

Is the student present?

- **YES** → **Are they in class?**
  - **YES**
    - **P** Present
    - **L** Late to class
    - **A** Alternative provision
  - **NO**
    - **V** Unsupervised exam study (S)
    - **N** Present but out of class
    - **Q** Board approved offsite learning
    - **D** Approved external appointment

  Present for ½ day calculations

- **NO** → **Is the absence approved?**
  - **YES**
    - **J** Explained and approved
    - **M** Illness / Medical absence
    - **X** Exam leave (S)
    - **U** Stood down or suspended

  Justified absence

  - **NO**
    - **T** Truant
    - **E** Explained but not approved
    - **G** Holiday during term time
    - **?** Unknown reason (temporary)

  Unjustified absence

For more infomation visit: **education.govt.nz/attendance-register**

(S) Secondary schools only

Attendance Code **Descriptions**

Te Tāhuhu o te Mātauranga
Ministry of Education

Present for ½ day calculations

P **Present**

Student is present in class. This includes supervised dual tuition with Te Kura.

L **Late to class**

Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.

A **Alternative provision**

Student is present in a Ministry-approved alternative provision, such as a teen parent unit, alternative education, secondary-tertiary program, health school or activity centre.

V **Unsupervised exam study** (S)

Student is present in an examination or unsupervised study where the student is on-site.

N **Present but out of class**

Student is present but out of class due to an on-site school activity (cultural or sporting event), internal appointment, temporary removal from class, or time in the sickbay.

Q **Board approved offsite learning**

Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.

D **Approved external appointment**

Student is present but has a medical appointment which is unable to be scheduled outside of school hours (e.g. doctor or dentist and includes travel time) or is participating in court proceedings.

Justified absence

J **Explained and approved**

Student is absent due to explained and approved reasons (e.g. family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings).

M **Illness / Medical absence**

Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).

X **Exam leave** (S)

Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.

U **Stood down or suspended**

Student is absent due to formal stand down or suspension. This code applies to the period of the stand-down or suspension, excluding the day it was imposed.

Unjustified absence

T **Truant**

Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class)

E **Explained but not approved**

Student is absent and the reason provided does not meet the school's policy for a justifiable absence (e.g. a parent states their child didn't want to attend sports day).

G **Holiday during term time**

Student is absent due to a holiday taken.

? **Unknown** (temporary)

Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.

(S) Secondary schools only