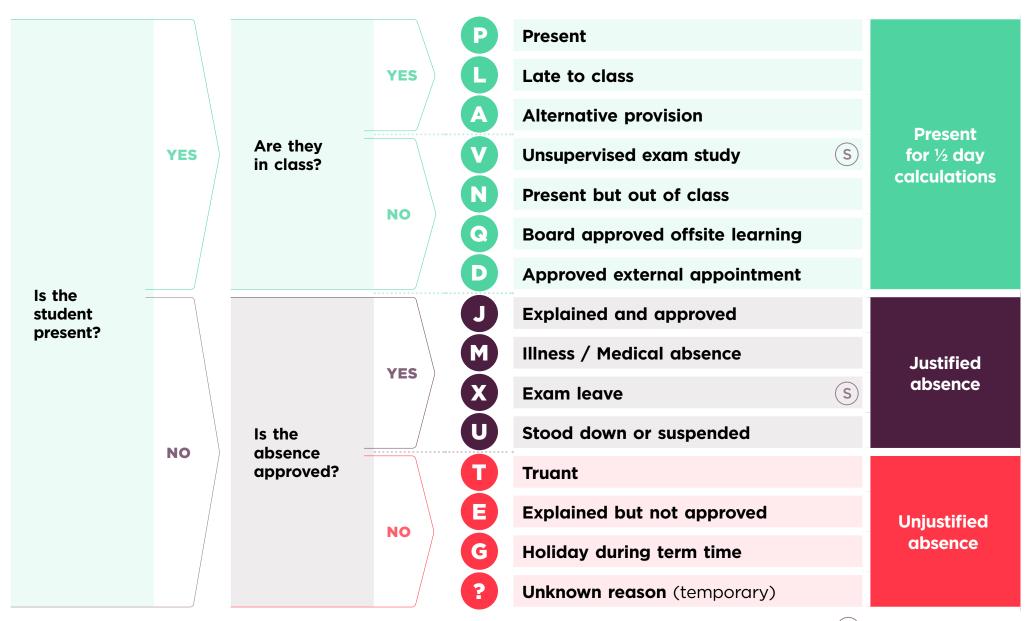
# **Attendance Code Decision Tree**





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

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# **Attendance Code Descriptions**



#### Present for 1/2 day calculations

## 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.



Student is present in a Ministryapproved alternative provision, such as a teen parent unit, alternative education, secondarytertiary program, health school or activity centre.



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



#### 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.

## Board approved offsite learning

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

## 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

# 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).



### Illness / Medical absence

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



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

## 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**



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



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.



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