Attendance Code Decision Tree

Te Tāhuhu o te Mātauranga Ministry of Education | Te Mahau

Is the student present?

YES

Are they in class?

YES

- **P** Present
- **L** Late to class
- **A** Alternative provision

NO

- **V** Unsupervised exam study — SECONDARY SCHOOL ONLY
- **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 — SECONDARY SCHOOL ONLY
- **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

Attendance Code Descriptions

Te Tāhuhu o te Mātauranga Ministry of Education | Te Mahau

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

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

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.