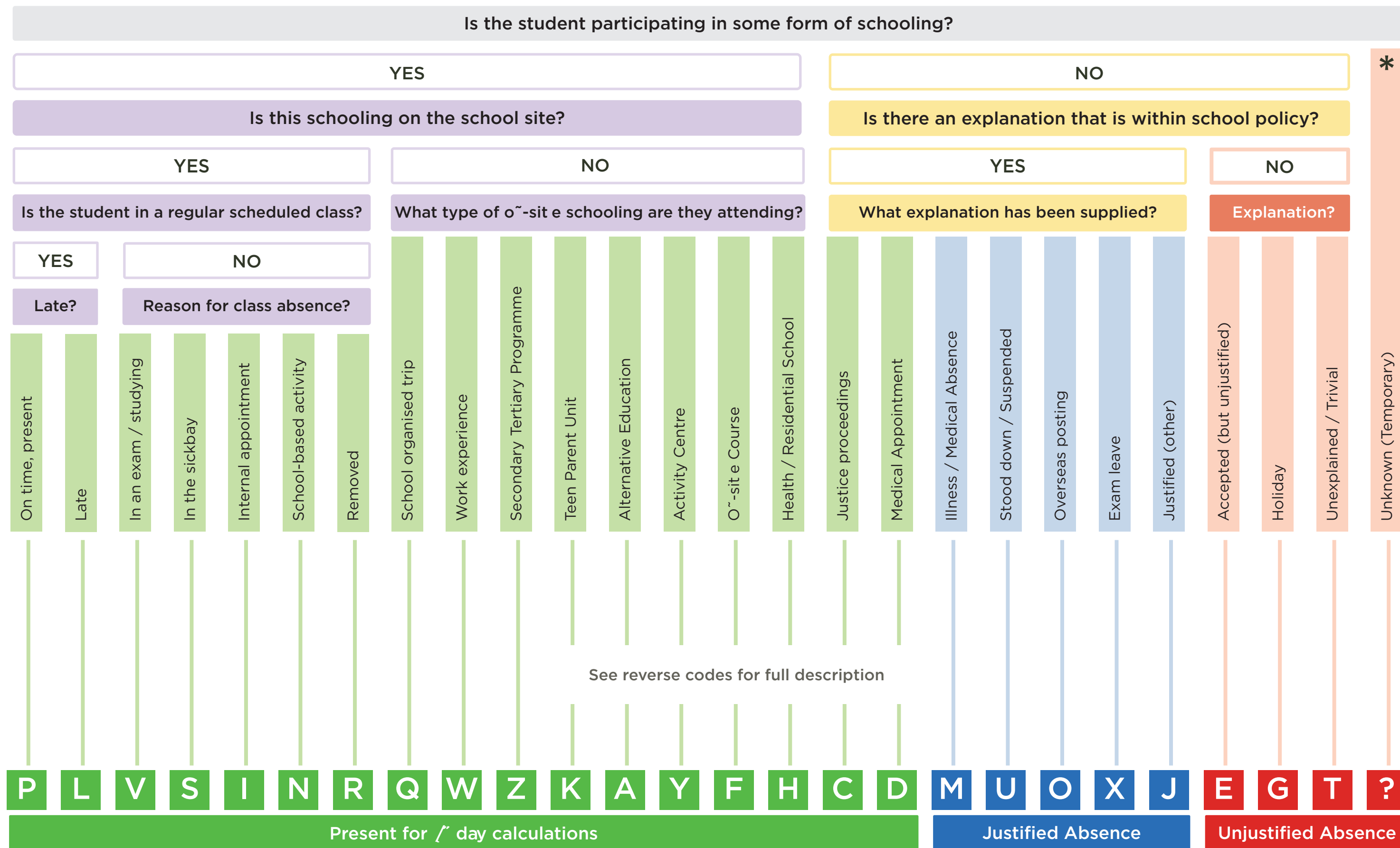


ATTENDANCE CODE TREE

Note: School Closures



Present for 1/2 day calculations

P

P Present

Student is in his / her regular class (This includes supervised study).

L

L Late

School policy will determine when this code is used. E.g. School policy may recommend that a student more than 10 minutes late is coded “L”. Note this code does not contribute to the student’s or school’s absence or truancy rate.

V

V Exam / Studying

Students sitting examinations at school (if the SMS can provide attendance marking during exams.) Unsupervised study - school process verifies student is on the school-site. Note that supervised study is recorded as a regular timetabled class (Use code “P”).

S

S Sickbay

Student is known to be in the school’s sickbay.

I

I Internal School Appointment

This can include students who are out of class for various school appointments including: form teacher, dean, senior management, counsellor, sports administrator, coach, nurse, careers, as well as students on an administration activity such as messenger, collecting attendance etc. It does not include a student who has been removed from his / her regular class and sent to the administration area for disciplinary reasons. This student would be coded “P” in the class and the code would probably be changed to “R” by the senior staff member dealing with the student.

N

N School Based Activity

A school-based (on-site) activity. E.g.
• cultural / sporting presentation / practice including swimming / athletics sports.
• one to one tuition either as tutor or tutored.

R

R Removed Temporarily

This code is for students who for a time period had an arrangement for alternative supervision. This may be in the administration corridor or in another teacher’s class, instead of the student’s regular scheduled class.

Q

Q School Organised Trip

A school-organised off-site activity including overseas. E.g.
• school trip (sporting, cultural or academic).
• school camp.

W

W Work Experience

Student is working for a recognised employer as part of their course (Gateway is an example).

Z

Z Secondary Tertiary Programme

The student is participating in a part-time (off-site) approved Secondary Tertiary programme that includes Trades Academies. The school is not entitled to be funded.

K

K Teen Parent Unit

Student is attending a Teen Parent Unit. The student is not in class, is on the school roll but funded elsewhere.

A

A Alternative Education

The student is not in class, is on the school roll but funded elsewhere.

Y

Y Activity Centre

The student is not in class but in an approved environment for which the school is entitled to be funded.

F

F Off-site Course

The student is not in class but is on a legitimate off-site school-based course.

H

H Health / Residential School

Student is attending a Health camp / Regional Health School / Residential School. The student is not in class but in an approved environment for which the school is entitled to be funded.

C

C Justice Court Proceedings

Student is involved in Justice Court proceedings. Under existing legislation this type of absence is deemed to be Present when calculating 1/2 day summaries.

D

D Medical Appointment

Current legislation means this type of absence is counted as present for 1/2 day summaries. There must be documentation verifying the appointment. This code is not to be used for a stay in hospital (Use code “M”).

Justified Absence

M

M Medical Absence

Student is at home, or in hospital, because of illness or other medical reason. Depending on school policy a medical certificate may be requested for prolonged illness. E.g. three days, or as policy requires.

U

U Stood Down

Student is Stood Down or suspended according to the conditions of Section 80 of the Education and Training Act 2020. (This code is for the period of the stand down / suspension. It does not include the day the stand down was imposed).

O

O Overseas

A student accompanying, or visiting a family member who is on an overseas posting (Up to 15 weeks). E.g. military or diplomatic.

X

X Exam Leave

Code “X” will count as a justified absence and contributes to 1/2 day absence summaries. Note that supervised study is recorded as a regular timetabled class.

J

J Justified

- Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc.
- Planned non attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas.
- Approved exemption from mandatory attendance for up to 5 days (section 45 of the Education and Training Act), if principal is satisfied that the student will be or was absent for good and sufficient reason. Note: Is illegal to use this in place of a standdown. If a student is to be sent home as a punishment, the proper standdown or suspension process must be followed. See also Attendance Code U.

Unjustified Absence

E

E Explained

The explanation for the absence is accepted by the school as the reason for the absence. But the reason does not fit within the school’s policy as a justifiable reason to take the student off school. (Even though the parents may consider the absence was justified and may have provided a written explanation).E.g. “Molly had to stay home to look after her younger brother”. For New Zealand and overseas holidays use code “G”.

G

G Holiday

When a student is on a New Zealand, or overseas holiday during the school term, the absence is Unjustified. A parent’s note does not provide justification.

T

T Truant

An absence where either no information is provided, or the explanation is trivial (throw-away). E.g.
• I didn’t feel like Maths so I took the period off.
• I had to finish an important assignment. • I went to the shops.
• We had a test and I wasn’t ready for it. • I went down to the river.

?

? Unknown

This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for the non attendance.

School Closures

A Board of Trustees can close the school (for instruction) for reasons including: an emergency (earthquake, flood, etc) or a strike closures.

It is usual that 1/2 day lost does not have to be made up, but schools should confirm this when informing their local Education Office. The Schools’ calendar should be adjusted in the SMS to show such days (or 1/2 days) as a non school day and this means the students’ attendance cannot be marked. If the school’s SMS cannot make a 1/2 day adjustment in the calendar, then students should be marked J (justified absent). In the case of a strike closure, although the school is closed for instruction, the Secretary expects boards to consider providing supervision for those students who do turn up. These students will not have their attendance marked because they are not attending school for the purposes of instruction, and the SMS will not allow it if it has been adjusted correctly.

Note that Boards have ongoing responsibility for the safety of students while under supervision at the school, whether or not the school is also open for instruction.

Keeping the School Open

Depending on the circumstances, the Board, while not closing the school, may ask parents of children (of specific, or all year levels) at home where possible, but if they send them to school they will be supervised. If the school remains open then the students not attending are J (Justified Absent) and those attending are P (Present).