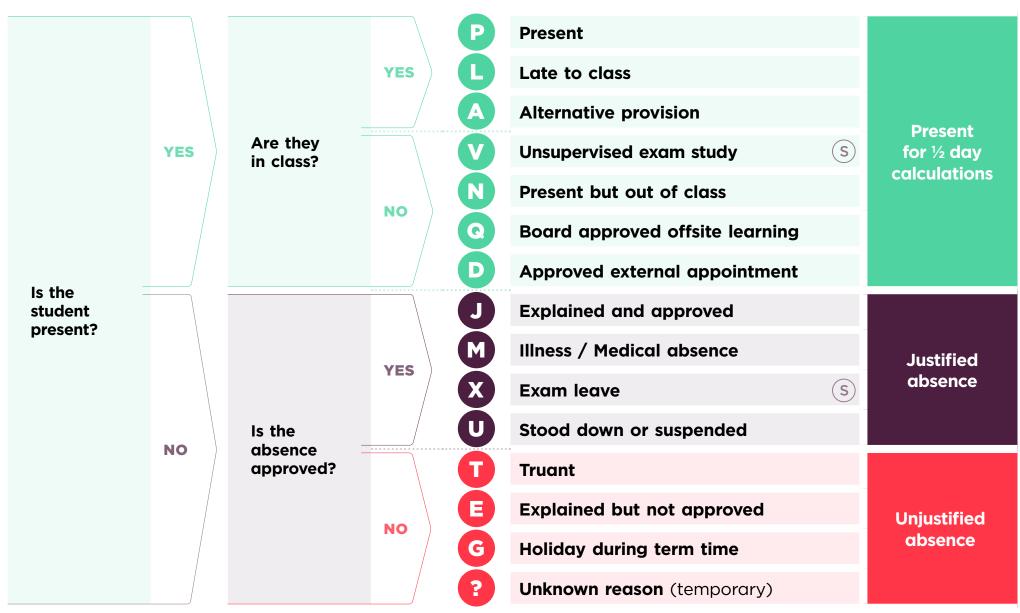
Attendance Code Decision Tree



Updated 1 April 2025



Attendance Code Descriptions

Updated 1 April 2025



Present for ½ day calculations



Present

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



Late to class

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



Alternative provision

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



Unsupervised exam study

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).



Exam leave (S)



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



Truant

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



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).



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.