



Attendance Codes

P - Present

Your child is in class learning as normal.

L – Late to class

Your child arrived after the roll has been marked.

N – Present but not in class

Your child is at school but not in their usual class.

Examples: In Te Puna Waiora, with Dean, in Wellbeing, taking part in an on-site activity.

V – Unsupervised study leave

Your child is at school in exams or exam study leave.

Q – Board approved off-site learning

Your child is learning somewhere else with Board of Trustees approval.

Examples: Work experience, School camps, cultural trips, sport trips.

A – Alternative Education

Your child is attending a Ministry approved alternative programme and is dual enrolled with Kerikeri High School.

Examples: Northern Health School, Alternative Education.

D - Approved external appointment

Your child is offsite for an appointment.

Examples: Doctor, Dentist, Counselling, Specialist, Court proceedings.

M - Medical

Your child is sick and you have informed the school. After 3 days continuous M, you will be required to provide a Medical Certificate. After 20 days of continuous absence, the student will be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

J - Justified

Your child is away from school for Principal approved reasons. This code will not be used for more than 5 days.

Examples: Bereavement, Representing the school/region/nation in a significant sporting or cultural event.

U – Stood Down or Suspended

Your child is legally required to be away from school due to a formal stand-down or suspension.

X – Exam Leave

Your child is at home studying for exams.

T - Truant

Your child was absent without your permission, or you have not informed the school with a reason your child was absent. After 20 days of continuous absence, the student will be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

E – Explained but not Justified

You as a parent have provided a reason, but it does not meet school policy for a Justified absence. Examples: staying at home to look after a sibling, did not want to attend, tired, going away for a long weekend, awaiting enrolment confirmation with Te Kura or Northern Health School, awaiting Early Exemption approval.

After 20 days of continuous absence, the student may be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

G – Holiday during term time

Your family have taken a holiday when the school is open. After 20 days of continuous absence, the student will be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

? – Unknown

This is a temporary Code, as the school has not received an explanation yet. Once you get in touch with the school, it will be updated to the correct code.