



ŌTŪMOETAI COLLEGE AND MINISTRY OF EDUCATION ATTENDANCE CODES

OTC Attendance Code	When Used / Examples	Ministry Code P – Present J – Justified Absence U – Unjustified Absence
★	Present in class	P
L	Late to class	P (L)
N	School based activity – on site. Internal School Appointment – form teacher, dean, SLT, counsellor etc.	P
Q	School trip / camp – off site	P
D	Doctor / Dentist appointment	J
M	Short term Illness / Medical reason	J
J	Justified Absences: - 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 absences including bereavement, visiting an ill relative and exceptional family circumstances.	J
?	Not in Class	U
T	Truant – no explanation as to why not present in class	U
E	Explained / Unjustified Absences: - The explanation for the absence is accepted by the school as the reason for the absence, but the reason does not fit within the ministry'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. Student needs to stay home to look after a sibling.	U
G	Holiday during term time. This is an explained absence, but unjustified according to the ministry's policy.	U