



## Attendance Policy and Procedure

Policy intended for:	Students
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## Attendance Policy and Procedure

### 1. Awareness

Students are informed in their acceptance letter of their attendance responsibilities. International Visa students are also informed of attendance requirements in relation to Visa rules.

The *Student Behaviour and Discipline Policy* is handed out and signed by each student during the induction process. The Policy states the attendance and absence rules and sanctions.

Tutors are informed in the *Tutor Handbook* about their absence reporting responsibilities and as part of their induction.

Attendance is recorded on the College's MIS 'Engage' and is available to view by the student, parent, tutor and admin staff.

### 2. Initial Absence Reporting

All full-time students are required to attend college during the core weekday hours of 9am to 4pm and are required to sign in at reception either at 9am or 10am depending on their timetables.

Some students with exceptional circumstances are exempt from this rule. Such exemptions may be granted at the discretion of the Principal, Deputy Principals or the Director of Studies.

Students must also attend lessons and sessions that are timetabled outside of core hours.

Students must also attend the Oxford Mentorship programme if scheduled to do so. A register is taken by the mentor.

When a student has given a full working-days' notice and permission has been granted by the Principal (e.g. by completing the online *Exeat Form* <http://www.oxcoll.com/forms/exeat-request.html>) this will be recorded as an authorised absence and any one-to-one lessons may be rearranged for a later date.

Other absences may also be recorded as authorised at the discretion of the Principal, Deputy Principals or Director of Studies. Absence due to illness and minor accidents are dealt with by the Student Services Manager who may record these as authorised.

In all cases, individual tutors are notified of student absences and their SAP forms are countersigned at reception as required.

#### 2.1 Illness

Students that are ill must phone in or email by 8.30am so that the Student Services Manager can arrange to visit them or to make a doctor's appointment. If an illness is confirmed by the House Parent, Student Services Manager or the Principal, the absence will be recorded as authorised.



## 2.2 Signing In Register

The receptionist on duty checks the *Student Sign-In Register* on weekday mornings at 9.00am and follows the following procedure:

- All students who are absent without authorisation are contacted immediately by telephone and The House Parent informed. If the student is in homestay accommodation, the parents of the host family may also be contacted.
- Students who are contactable are asked to come into college directly. Students who report an illness are put in contact with the Student Services Manager who will either visit the student at their residence or arrange for a doctor's appointment.
- Reception notifies the Principal, Student Services Manager and Houseparent by email of any students who missed their 9.00am deadline and reports whether they have been able to contact the student and any issues arising from their conversation with the student. If the receptionist has not been able to contact a student residing at Wavy Gate, the house parent will go to the students' room to investigate.

## 2.3 Lateness Records

If a student on one-to-one or mini-group tuition is late for their lesson, their tutor reports the absence to reception fifteen minutes into the lesson. Reception then attempts to make contact with the student to discover their whereabouts and ask them to come to their lesson directly. If a student attends the lesson after the first fifteen minutes, it is at the tutor's discretion whether they teach the rest of the lesson. However, the lesson is counted as an unauthorised absence. The lesson is regarded as a missed lesson and is recorded as such on the MIS.

If a full-time group student is late for their lesson, the lateness is recorded in the class register by the subject tutor.

## 2.4 Attendance Records

Class attendance is taken by tutors and either entered directly on the College's Management Information System 'Engage' or on attendance register slips which are handed in at reception and entered on Engage by the MIS Co-ordinator and/or reception staff.

Student attendance is tracked using the *Student Sign-In Register* and the class registration on Engage. The attendance data is used to highlight concerns and is followed up by the Principal, the Deputy Principal or the Student Services Manager.

## 3. Breaches of Student Absence Policy

### 3.1 Lateness

Action is taken and sanctions are given when a student reaches five, ten and fifteen absences in one half-term. The respective actions and sanctions are as follows:

### 3.3 Guidelines

Unauthorised Absences	Action	Sanction
<b>90%</b>	<ol style="list-style-type: none"> <li>1. Student's case will be discussed and reviewed</li> <li>2. Missed time will be made up in detention on Saturdays</li> <li>3. Parents, guardians and agents will be contacted</li> </ol>	Verbal warning
<b>85%</b>	<ol style="list-style-type: none"> <li>1. Student will be placed on Daily Reporting</li> <li>2. Parents, guardians and agents will be contacted</li> </ol>	Written warning
<b>80%</b>	<ol style="list-style-type: none"> <li>1. It is deemed that the student has chosen to leave the college</li> </ol>	You will be asked to leave the College

Students' attendance and absences are discussed with the student at their welfare and academic progress meetings and the College always seeks to find positive and supportive solutions to improving attendance. The college may do any of the following:

- Invite student to a meeting to discuss their absences with the Principal or Deputies, the Director of Studies or the Student Services Manager. Parents, guardians or educational agents may also be invited to attend.
- Put student on a daily reporting and monitoring regime, monitored by the Principal or her Deputies, the Director of Studies or the Student Services Manager.
- Assign a Personal Mentor (at extra cost) who will accompany the student throughout the day and mentor them for a specified period of time.
- Arrange performance coaching to address issues of motivation, responsibility and keeping commitments.

If a student has been sponsored by the College for a Tier 4 visa and has accrued fifteen unauthorised absences within one half-term, the student will be deemed to be in breach of the UKVI's guidelines. Further to them being asked to leave the college Migrant Reporting will be informed.

The College supports any student who has been asked to leave in finding an alternative College. In these cases, the College usually provides a personal reference and a report of all relevant academic information (e.g. Exam Board and specification details and achievement history).