OXFORD International College

A NORD ANGLIA EDUCATION SCHOOL

ATTENDANCE POLICY

POLICY INTENDED FOR:	Students, staff & parents
CATEGORY:	Monitoring, Assessment, Evaluation and Marking
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal
REVIEWED BY:	Nathan Phillips
REVIEWED DATE:	July 2022
CONSULTATION WITH:	Principal, CEO, Director of Studies
RECORD OF CHANGES & ADDITIONS:	Due to new DfE guidance and directives from Nord Anglia, this Policy (and subsequent annexed procedures) supersede any previous policies.
NEXT REVIEW:	June 2023

CONTENTS

PHILOSOPHY & GUIDANCE

There is an inherent link between attainment and attendance. This is recognised by both the Department for Education (DfE), Nord Anglia (NA) and Oxford International College (OIC) alike. There has been new guidance produced by the DfE and a directive from NA to review and implement policies and procedures respectively.

To that end OIC want a policy and procedures that encourages and recognises good attendance. In addition where attendance is less than desired this policy and procedures sets out what OIC will do to support such students.

Good attendance is only achieved if all stakeholders (students, staff, parents) work together to achieve this goal. Ultimately it is about ensuring the safety of students during the academic day and contributing to maximising student outcome.

Two summary documents will be sent out to care-givers/students and staff, but for the finer detail see below.

THE POLICY

KEY AIMS

- Ensure safety of students;
- Maximise academic outcomes through encouraging good attendance;
- Record attendance thoroughly and accurately to:
  o Identify patterns of absence;
  o Allows for early interventions;
  o Allows for targeted support for persistent absentees

POLICY DETAIL

- Clear expectations of internal and external stakeholders;
- Define attendance and good attendance;
- Day-to-day processes;
- Key staff/points of contact;
- Monitoring timeframes and actions
- How good attendance will be incentivised;
- What interventions will take place in the case of persistent absence.

Expectations

- Students attend all timetabled lessons and are in the academic buildings studying during the academic day (0900 – 1800), subject to breaks and lunch published in their timetables.
- Students attend any super-curricular activities, assemblies, sports fixtures they maybe requested at during the academic day (and sometimes beyond).
- Students arrive prepared and on-time for all the aspects detailed above.
- COVID impact – see the up to date approach taken by OIC about COVID and its impact on this Policy.

Definitions

Attendance	- turning up to a lesson/session within the registration window or being present on one of the other approved activities (see Coding)
Absence	- missing the registration window for a lesson/session (an absence will be investigated and then have a code assigned to it by an approved staff member).
Good attendance	- across the whole college is defined as >95%. As an individual should be >98%.
Persistent absence	- applies to individuals and is <90% attendance and formal interventions will apply.
Illness	- for minor illnesses students should be endeavouring to attend lessons. Only in the following circumstances should students stay away from school: vomiting (48hr absence required after last occurrence), diarrhoea (same as vomiting), high temperature, a notifiable illness. Medical appointments should be arranged (if possible) outside of the academic day.

Day-to-day processes

Students/Parents/House staff

Time		Action
<0900 (Earlier the better)	Illness	Boarding students – report to house staff as per boarding policy on registration. **Boarding staff will mark student as absent on iSAMS.** Day students – **parents/guardians/carers** email absence@oxcoll.com or telephone 01865203988 and inform the Attendance Officer of the absence (leaving an answerphone message if no answer).
0900	Lesson or study period	Register with your teacher (if a lesson) or relevant staff member in the designated location (confirmed by Director of Studies).
Subsequent lessons (until 1800).		Register with your teacher
1310	No lesson P5 or 6	Register with the relevant staff member in the designated location (confirmed by the Director of Studies).
	Absence	The Attendance Officer (AO)/Staff will coordinate following up absence (potentially using other staff), to find the student (if location unknown) and determine the reason, so that the correct code can be applied to the register. If a student cannot be found within 30 minutes, then escalated to SLT (In line with Missing Student procedure).
1555 (if no lessons afterwards)	Y12/13	Can return to boarding houses/go home Boarding students to follow boarding procedures on registering in/out of boarding houses. Day students inform Reception they are leaving the building.
1800 (if no activities)	Y11	Can return to boarding houses/go home. Students should follow boarding procedures on transport and/or registering in/out of school buildings during the day houses.
During the day	Illness	Report to AO/Welfare Team/SLT member for authorisation to leave and for absence to be recorded on iSAMS and house-staff, parents informed.

Staff

Time	Staff	Action
<0900 (Early as possible)	AO or SLT	Check relevant data sources for absence and assign out of school on iSAMS
0900 - 0915	Teaching Staff	Register students in lessons,
	Assigned Staff	Register students in location designated by Director of Studies.
		If a student is not present **after 15minues**, staff click the 'Alert' button.
After registration window closes	AO	Checks registers are complete and chases up any incomplete registers. If any students are unexpectedly absent, then uses relevant staff to determine location and reason.
Subsequent lessons/activities.	AO & staff	Procedure for 0900 – 0915 repeated.
1310	Assigned staff	Registers students without a lesson P5/6 in the location designated by the Director of Studies.
By 1800	AO	Follows up all absences to determine the correct coding and amends registers accordingly.

Key Staff

Attendance Officer (mainly London Place) – tbc: attendance@oxcoll.com or 01865203988

Attendance Officer (mainly Three Ways House) – tbc: attendance@oxcoll.com or 01865203988

SLT Member responsible for attendance: Nathan Phillips: Nathan.phillips@oxcoll.com

Monitoring

Frequency	Responsibility	Action
Daily	AO	Checking of registers ensuring completion.
Daily	AO or House Staff	Ensuring location of students is determined (escalated if required) and correct coding applied.
Daily	AO	End of day absences noted, and external stakeholders/house staff emailed.
Daily	Parents/House Staff	Follow up on absence, encouraging the students to attend.
Weekly	AO	Produces a weekly report on absence with actions for follow-up by internal staff
Weekly	SLT/HoY/AO	Weekly data shared with relevant stakeholders.
Half-termly	SLT	Half-termly reports along with interventions and impact produced and shared with relevant stakeholders.

Incentivisation

Guidance from DfE indicates that recognising and rewarding attendance can help improve attendance. To that end the following will occur to align with this advice:

In assemblies and through other internal media weekly (and perhaps daily) attendance will be reported;

- o Internal competition (half-termly) between houses/day students & year-groups;
- o Prizes to be awarded for the winners of above (prizes to be determined through student surveys and subsequent analysis);
- o Individuals with excellent attendance will be recognised (if they wish).
- o Best attending students over a half-term will be rewarded.

Interventions

Daily emails will allow for students to be questioned by house-staff and parents to determine reasons behind absence (if not clearly illness). If a student feels an absence is marked incorrectly then they should speak to AO and/or an SLT member responsible for attendance and follow the Pink Form process.

Weekly reports to key stakeholders will allow for follow up meetings with students with <95% attendance to determine reasoning and appropriate levels/types of support.

If the above meetings are not effective in reversing attendance trends, then meetings with the student and associated care-givers held and increased levels/types of support detailed along with follow-up timeframes.

REQUESTING ABSENCE

Term dates, internal and external assessments are published well in advance, as a result (in line with DfE guidance) leave of absence is unlikely to be authorised in term time except for exceptional circumstances.

All medical appointments/procedures should be organised (if possible) for outside of term time and /or academic time. If this is not possible then 0900, P5 (1215) & P6 (1310) should be avoided.

Certain absences will still code for attendance (see Coding) but must be approved by the relevant internal staff member in charge.

For Boarders the first point of contact to request leave is the Houseparent. For day-students the AO should be contacted in the first instance (using the established procedure) who will then seek approval from the relevant member of management.

To request a leave of absence use: the Requesting Absence – Blue Form Process

APPENDICES

CODING

There are various codes that are assigned to registers that are required by Nord Anglia (in line with local guidance e.g. DfE)

Present		Absence	
Code	Usage	Code	Usage
/ or \	Present	C	Authorised absence
L	Late within reg. window	E	Excluded (6 days to find alternative provision)
D	Dual registered – hospital school most likely scenario	H	Holiday authorised by the school
J	University or another interview	I	Illness (not medical/dental)
P	Sporting activity	M	Medical/dental appointments
V	Educational trip or visit	R	Religious observance – must be parents' religion and advice from the religious body must be sought.
W	Work experience	S	Study leave
		N	Not yet determined
Key: Black text presence or authorised absence Red text unauthorised or undetermined absence		G	Unapproved holiday
		O	Absent without good reason after investigation
		U	Arrived after registration had closed
Closures		Y	Due to exceptional circumstances a/some students cannot attend
		#	INSET, polling stations, weekends, bank holidays

ATTENDANCE SUMMARY: STUDENTS & PARENTS

The purpose of this document is to summarise OIC expectations and procedures related to attendance. See the Policy for more detail.

Why is good attendance important?	There is a direct link between good attendance and high attainment (UK Government 2022). The opposite is also true. Good attendance is a learned behaviour and OIC will strive to work with students and parents to ensure all students achieve good attendance.
What is good attendance?	Average attendance (pre-pandemic) was typically ~95%. Currently, post-pandemic the best schools are achieving >98% attendance. Obviously 100% attendance is the ultimate target!
Responsibility for contributing towards good attendance?	Everyone! Students, parents and schools.
How is attendance defined?	Turning up at OIC buildings by 0900 for the **morning session** and registering in period 1 or a designated member of staff (if the student does not have a lesson period 1). Registering for each subsequent lesson in the day. Registering with a designated member of staff at 13:10 (if a student does not have a lesson P5 or 6) for the **afternoon session**
How long is the registration period?	The registration period runs from the lesson/session start for 15minutes.
Additional ways of attending	A student will also be marked as present if they are: • Attending a university interview or for prospective employment; • Attending work experience; • A school visit/trip; • A supervised sporting activity e.g. playing in a school football match/tournament.
How is absence defined?	Absence is not being present for the register of a lesson/session.
How is persistent absence defined?	Persistent absence is attendance <90%.
How is attendance monitored?	Our Management Information System records registers and produces reports that allows for analysis of attendance – these records are kept for 3-years (statutory requirement).
How will good attendance be incentivised?	House attendance and year-group attendance will be reported in assembly each week and a prize awarded for the best house/year-group. The top 10 students for attendance over a half-term will be recognised and rewarded.

ATTENDANCE SUMMARY: TUTORS

The purpose of this document is to summarise OIC expectations and procedures related to attendance. For more detail see The Policy

Why is good attendance important?	There is a direct link between good attendance and high attainment (UK Government 2022). Good attendance is a learned behaviour and OIC needs engagement from students, parents and staff to achieve good attendance.
What is good attendance?	Average attendance (pre-pandemic) was typically ~95%. Currently, post-pandemic the best schools are achieving >98% attendance. For 2021/2 we are ~91% which is average for all UK schools.
How is attendance defined?	DfE/NA – being registered for a session before it closes. OIC – being registered for every lesson within 15 minutes of it commencing (in line with best practice).
How long is the registration period?	The registration period runs from the lesson/session start for 15minutes.
Additional ways of attending	There are other ways of attending include school trips, university interviews etc. – these will be automatically inputted into iSAMS by the relevant person.
How is absence defined?	Absence is not being present for the register of a lesson/session or allowed educational activities.
How is persistent absence defined?	Persistent absence is attendance <90%.
How is attendance monitored?	iSAMS records registers and produced reports that allows for analysis of attendance – these records are kept for 3-years (statutory requirement).
How will good attendance be incentivised?	House attendance and year-group attendance will be reported in assembly each week and a prize awarded for the best house/year-group. The top 10 students for attendance over a half-term will be recognised and rewarded.
How will poor attendance be dealt with?	Daily emails to parents/agents if a student is late/not attending. Weekly reports will be analysed for trends – interventions by Welfare and/or Pastoral Teams.
What do we need from tutors?	Complete all registers **accurately and within 15 minutes** using either: - Present - Not present - Late (if within 15mins) – code L - Late outside 15mins – code U Help to spread the message about good attendance and its impact on attainment. **Flag to AO if you have any concerns or notice any trends.**

REQUESTING ABSENCE – BLUE FORM PROCESS

- As soon as knowledge of an absence is required this process should begin – **absence will not be authorised until the process is completed** (and may not be authorised at all). A minimum of two working days before the absence is required, but the more notice the better.
- Complete the Blue Form (BF) and go to each teacher in turn (this is not seeking their permission, simply asking for their concerns);
- Hand the BF to the AO who will (determine whether the absence is to be granted by liaising with key internal stakeholders) get the form signed off;
- The AO will inform the student (by email) whether and when the absence has been authorised.
- Only at this point should any travel/tickets etc. be booked.

APPEALING ABSENCE – PINK FORM PROCESS

- If you receive an email indicating you have been absent and you feel it is incorrectly assigned then fill out a Pink Form (PF)
- Hand the PF to the AO (along with any evidence you have that the record is incorrect);
- The AO will investigate and provide the outcome of the investigation (by email);
- If the record was deemed to be incorrect the AO will ensure that the record on iSAMS is amended (although it would be helpful if the student also checks (on their portal) that this has been completed.

WHEN THIS POLICY APPLIES

OIC academic years are very different in format to many other colleges/schools. This appendix details when the policy above applies.

Period	Amendments/Adjustments
Headstart (last two weeks of August)	AM (0900-0915)/PM (varies) registration only – does not count towards overall attendance figures.
Induction Week	AM (0900-0915)/PM (1255 – 1325) registration only
Enrichment week	Policy does not apply
Post-exams (officially the week after the early summer bank holiday)	AM (0900-0915)/PM (varies) registration only – does not count towards overall attendance figures.