



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

ATTENDANCE POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Safeguarding, compliance, pastoral care
POLICY IMPLEMENTED BY:	Attendance Officer
POLICY MONITORED BY:	Vice Principal Pastoral
REVIEWED BY:	Vice Principal, DSL
REVIEW DATE:	August 2024
FUTURE REVIEW:	August 2025

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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INTRODUCTION

Attendance is the essential foundation to positive outcomes for all students including their safeguarding and welfare, and is seen as everyone's responsibility in college. 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. Attendance is also a statutory requirement for Compulsory College Age (CSA) students entering the UK with a visa. The policy should reflect the age range of students attending the college: CSA, 16-17yrs and 18+yrs and has been reviewed with the new DfE Working together to improve college attendance 2024.

Good attendance is only achieved if all stakeholders (students, staff, parents) work together to achieve this goal. It is about ensuring the safety of students during the academic day and contributing to maximising student outcome. To that end, the procedures outlined in this policy aim to encourage and recognise good attendance. In addition, where attendance is less than desired, this policy sets out what OIC will do to support such students.

AIMS

- To maximise student attendance in order to promote student achievement and safety.
- To provide accurate daily, weekly and termly information on attendance through efficient use of registration systems.
- To facilitate monitoring of patterns and absence.
- To ensure prompt and effective liaison with Strategy Tutors (STs), parents and agents, and ensure STs are proactive in following up issues.
- To comply with the DfE regulations on college attendance and ensure accurate reporting to parents and the Governing Body.
- To comply with the UKVI's requirements for Student and Child Student visas.

RESPONSIBILITIES

- All staff will follow procedures for checking student non-attendance, based on a shared understanding of registration codes, authorised and unauthorised absence, and an understanding of the differences between over and under 16, and over and under 18-year-old students.
- Authorised absences are mornings or afternoons away from College for a good reason such as illness or an unavoidable cause. Unauthorised absences are those which the College does not consider reasonable and for which "no leave" has been given. Only the medical team can permit an authorised absence due to illness or injury.
- Registers will be marked within **ten minutes** of the start of the lesson and checked by the Attendance Officer. Registers will be closed after 30 minutes and students arriving after this time but before the end of the session will be marked as "U" All under 18 students are scrutinised closely, and absences reported directly to the Attendance and Exeat Officer. An hourly attendance review is carried out for all students, with CSA students prioritised for immediate follow up.
- Every Monday, an Unmarked Registers Report is sent to the Vice Principal Pastoral and all teaching staff. Teaching staff are reminded twice about any unmarked register, and then it is followed up by the line manager for action and potential disciplinary action.
- The pastoral team and Attendance Officer will liaise weekly to review low attendance, reasons for it, sanctions, support and outcomes. Other relevant staff will be engaged where it is in a

student's interest to receive specialist support.

- Attendance statistics will be published according to statutory and college requirements.
- The college target for yearly attendance figure is 100%, and the college will seek to maximise student attendance year on year.
- The college will observe the requirements of the UKVI. This will include being proactive in monitoring student attendance and ceasing to sponsor students who continue not to meet attendance requirements despite support.
- The college will report all unauthorised non-attendees to the UKVI once they have missed 10 consecutive contact points. A contact point is defined as an entire day (Monday to Friday) for this purpose. In addition to timetabled classes, contact points may also include meetings with residential staff or other college welfare staff.
- A student who is reported to the UKVI for 10 missed contact points may, in exceptional circumstances, be allowed back into the college and it does therefore not automatically signify that the college has ceased sponsorship. Student will be required to document any reason for the absences, and continued sponsorship will be at the discretion of the Principal.
- New teachers will receive an induction on their role in attendance matters regarding authorised/unauthorised absence and the marking of registers.
- Where strategies in place do not lead to improvement, a clear change in policy could be instituted which may include:
 - Personal hourly lesson checks by the Attendance Officer.
 - Specialist support based on any outcomes / recommendations from investigation.
 - A formal attendance meeting with the LEA at which the possibility of court action may be raised if the student is British and under the age of 16.
 - Increase in level of sanction.
 - Meetings with senior staff.
 - Attendance warning letters to students and parents.
- There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement, family pressures, etc.) when we need to be proactive to ensure the routines of good attendance are quickly picked up and the student is well supported in this. Clearly every case must be judged on its merits, but the following strategies should be automatically considered:
 - Staff awareness so there can be individual response to student need.
 - Some work set and marked prior to return under the management of the subject departments, overseen by the Deputy Principal Academic.
 - Enhanced monitoring attendance on return, perhaps through the Daily Report system to encourage and motivate the student to succeed.
- Late return to the college or early departure caused by flight schedules will need to be sanctioned by the college on an individual basis only when there is very good reason.
- The college recognises that certain multi-cultural and mixed faith community religious festivals will fall in term time and may be recognised locally as a significant day and as such may be considered as authorised absence.
- Parents of all students, including those over the age of 18, will be contacted promptly regarding attendance issues.
- Students falling below 95% attendance will have their attendance monitored closely through use of the Behaviour Policy and other relevant strategies.

- A student may not undertake paid employment during their time as a member of the college without the written permission of the Principal.

INDIVIDUAL STAFF RESPONSIBILITIES

Teachers

It is the teacher's responsibility to mark students as **absent, late or present** for every class, using ISAMS. The **register must be marked in the first 10 minutes** of each lesson. Teachers must only indicate a student is Present, Absent or Late. Any formally excused lates or absences will have their codes altered by the Attendance Officer retroactively. A list of codes is shown at the end of this document in Appendix 1. Teachers are not allowed to enter any other marks, such as Medical or Exam marks. If a student is more than ten minutes late to a class, they must be marked as late; if it is a substantial lateness then a note should be made so that the Strategy Tutor will be able to discuss and, if necessary, give out a Discipline Stage to the student if it is a frequent occurrence.

Strategy Tutor and Vice Principal Pastoral

The Strategy Tutor will receive an email from the Attendance Officer (or via the Vice Principal Pastoral) if the student's attendance falls to 95%. The Strategy Tutor reviews, with a student, the absences. The Strategy Tutor and student will agree an improvement plan on attendance and set targets. A log entry must be made on ISAMS.

On the Friday of the penultimate week of every half term, that term's attendance report is run by the Attendance Officer. This should be filtered for 100% attenders (for that half term) and sent to the Vice Principal Pastoral who will incorporate celebratory recognition into House messages and assemblies.

If the student's attendance does not sufficiently improve (this will be monitored by the Attendance Officer and Strategy Tutor), The Pastoral Team can implement the following sanctions:

- Supervised Study Support sessions.
- Place student on report.
- Gate the student to residence or early curfew.
- Exeat refusal.

Attendance Officer

It is the responsibility of the college Attendance Officer to ensure that all registers are marked and recorded on ISAMS. For all students the register should be checked 10 minutes into the lesson beginning first period each teaching day. If unauthorised absence is identified, the Attendance Officer should locate the students and inform the relevant staff.

The Attendance Officer compiles the following reports:

- Daily absence & lateness report
- Recorded relevant absences in the systems.
- Compile and distribute weekly Attendance Progress report to the Vice Principal Pastoral, Strategy Tutors and Boarding Managers detailing low attenders, their support and sanctions; plus outcomes from the previous week's students of concern.
- Hourly Absence report.
- Unmarked registers report sent to relevant teachers and Heads of Faculty daily.

These reports are checked and actioned as necessary by the Strategy Tutors, Vice Principal Pastoral, Boarding, Academic team and SLT.

The Attendance Officer is also responsible for spotting trends and checking for regular absence patterns which could give rise to concern, and reporting this to the Vice Principal Pastoral.

ILLNESS

When students are deemed too unwell to attend College, boarders will be permitted to rest in house or in one of our medical rooms to recover from illness. This is approved by the nurse, by boarding manager or Director of Boarding and **the attendance officer must be informed of the absence by 08.30am**. The attendance officer will ensure that this is accurately recorded on ISAMs. Provision is made to ensure that these students are closely monitored for the duration of their recovery, with regular checks by either the nurse team or boarding staff. Parents or Guardians should also be informed and kept up to date.

STUDENT SUPPORT AND SANCTIONS

See behaviour Policy.

KEY STAFF

The Vice Principal DSL is Severine Collins, who is responsible for oversight of the attendance procedures. The Vice Principal Pastoral (VPP) is Ben Holman, who receives information from other college staff and takes appropriate action in accordance with the Policy. Both Vice Principals are members of the SLT and are the appointed Senior Attendance Champions who set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence and make sure they are followed by all staff. They have a strong grasp of absence data to focus the collective efforts of the college and will also regularly monitor and evaluate progress, including the efficacy of the college's strategies and processes.

The Attendance Officer (AO) is Niamh McCann. The Attendance Officer can be reached on: attendance@oxcoll.com or 01865203988. The AO is to be contacted about attendance on a day-to-day basis.

The Vice Principal DSL and Pastoral, as well as the Director of Boarding, are the only members of staff able to internally suspend a child and to inform the Police, agents and parents of any serious absences, with the DSL.

The Principal is responsible for making the final decision on whether a student will be suspended or expelled for continued poor attendance.

Following an internal exclusion, a student will be required to meet regularly with the VPP. Progress will be tracked carefully and failure to improve will be dealt with by the VPP. Whilst students will be supported to improve their attendance, a continual failure to improve will be taken very seriously. For the purposes of sponsoring students, a student's sponsorship will cease if they're expelled.

STUDENTS LIVING IN INDEPENDENT ACCOMMODATION

If a day student is absent, they should contact the college to put them through to the attendance officer or Medical Team if the reasons are medical. A parental note or email is required from an authorised source to authorise any non-attendance and should be sent to the Student Services Team or Attendance Officer.

EXEATS

An exeat must be submitted whenever a student wants to leave Oxford. This includes attending university open days and any times when missing lessons. For full details on exeats, please refer to the Exeat Policy.

All Exeat requests must be approved by the Exeat Officer, Parent/s and the Director of Boarding. Copies of Exeat and these reports go automatically to Residence staff. If the student is attending a university interview, a copy of the confirmation letter or email must be seen to authorise the absence. Students are checked each time when they return to their accommodation, and if they are not present, the Missing Student protocols come into action.

The college reserves the right to decline Exeat requests for all students if there is a welfare issue or in line with the disciplinary process. When an Exeat is submitted, it does not mean an absence is necessarily authorised. Authorisation is given by Attendance Officer and Senior Staff.

For more information, please refer to the EXEAT Policy.

ATTENDANCE MONITORING AND UKVI REPORTING

OIC is approved by the UK Visas and Immigration (**UKVI**) to sponsor non UK national students on the Child Student and Student visa routes. All sponsored students are required to be academically engaging with their course of study.

As a licensed student sponsor, OIC has a duty to record and monitor the academic attendance of all sponsored students. This is done in accordance with the attendance processes outlined in this Attendance Policy. OIC also has a duty to report to the UKVI if a sponsored student has missed 10 consecutive 'expected contact points' without authorisation and withdraw Child Student or Student visa sponsorship. For UKVI attendance monitoring purposes, OIC defines an 'expected contact point' as a 'College Day', as set out above.

Where OIC's Attendance Officer identifies a regular pattern of poor attendance, the sponsored student (as well as their parents/nominated education guardian) will be reminded of the UKVI attendance obligations and the risk that their student visa sponsorship may be withdrawn if attendance does not improve.

Where OIC's Attendance Officer identifies through regular analysis of Weekly Attendance Reports that a sponsored student has accrued 10 unauthorised absences on College Days, the Attendance Officer will inform the SLT responsible for attendance, Severine Collins. Severine Collins will hold a meeting with the sponsored student and their parents/nominated education guardian. Unless there are exceptional and evidenced reasons for lack of attendance, a withdrawal of sponsorship letter will be issued by SLT.

The Head of admissions and Student Services, Lynette Nye, will make a Sponsor Management System (**SMS**) Report Request to Newland Chase Education (**NCE**), to withdraw sponsorship within 10 working days of OIC's decision to withdraw sponsorship. NCE are OIC's nominated legal representative on the sponsor license and a Level 1 SMS user at NCE will make the SMS Report. A copy of the SMS Report is then sent to Lynette Nye at OIC who will then save the SMS Report on the sponsored student's electronic file for best practice sponsor compliance record keeping.

The UKVI reporting procedure outlined above is supplementary to OIC following its Missing Student Procedure and Child Safeguarding processes where a sponsored student is absent without authorisation.

APPENDIX 1 - Coding

There are codes that are assigned to registers that are required by Nord Anglia (in line with DfE).

Present		Absence	
Code	Usage	Code	Usage
/ or \	Present / = morning session \ = afternoon session	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
L	Late arrival before the register is closed	M	Leave of absence for the purpose of attending a medical or dental appointment
K	Attending education provision arranged by the local authority	J1	Leave of absence for the purpose of attending an interview employment or for admission to another educational institution
V	Attending an educational visit or trip	S	Leave of absence for the purpose of studying for a public examination
P	Participating in a sporting activity	X	Non compulsory college age pupil not required to attend college
W	Attending work experience as part of the student's education	C2	Leave of absence for a compulsory college age pupil subject to a part time timetable
B	Attending any other approved educational activity that is not a sporting activity or work experience	C	Leave of absence for exceptional circumstance
D	Dual registered at another college	T	Parent travelling for occupational purposes
Key: Black text = present, Blue text = authorised absence, or not a possible attendance Red text = unauthorised absence Bold text = administrative codes		R	Religious observance
		I	Illness (not medical or dental appointment)
		E	Suspended or permanently excluded and no alternative provision made
		Q	Unable to attend college because of lack of access arrangements
		Y1	Unable to attend because transport normally provided not being available

	Y2	Unable to attend due to widespread travel disruption
	Y3	Unable to attend due to part of the college premises being closed
	Y4	Unable to attend due to the whole college site being unexpectedly closed
	Y5	Unable to attend as pupil in criminal justice attendance
	Y6	Unable to attend in accordance with public health guidance or law
	Y7	Unable to attend because of other unavoidable cause
	G	Holiday not granted by college
	N	Reason for absence not yet established
	O	Absent in other or unknown circumstances
	U	Arrived in college after registration closed
	Z	Prospective pupil not on admission register
	#	Planned whole college closure

FURTHER INFORMATION

For further information about Attendance at OIC please speak with the Vice Principal Pastoral.

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