



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

ATTENDANCE POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Safeguarding, compliance, pastoral care
POLICY IMPLEMENTED BY:	Attendance Officers
POLICY MONITORED BY:	Vice Principal Pastoral
REVIEWED BY:	Vice Principal Pastoral
REVIEW DATE:	August 2025
FUTURE REVIEW:	August 2026

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 school 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 OF STAFF

- 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 Officers. All under 18 students are monitored 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.
- The pastoral team and Attendance Officers 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 96%, 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.

- Every absence is followed up and if a student is considered missing, the Missing Student Policy is applied. In addition, since the college sponsors students, 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, additional support will be instituted which may include:
 - Personal hourly lesson checks by the Attendance Officers.
 - Specialist support, including wellbeing, 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 (with number of minutes late indicated). Any formally excused lates or absences will have their codes altered by the Attendance Officers 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 Officers (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 CPOMS ([is this now on iSams well being?](#)). Students will be discussed further in the Pastoral Link Meetings, and recorded on the Serious Breach Log with actions: [Are you going to discuss students with 95% attendance in pastoral meetings and record on Serious Breach Log?](#)

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

If the student's attendance does not sufficiently improve (this will be monitored by the Attendance Officers 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 Officers

It is the responsibility of the college Attendance Officers 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 Officers should locate the students and inform the relevant staff.

The Attendance Officers run [two types of attendance reports a weekly attendance report based on data generated by specific register codes \(please see table below for definitions\). The first is a students in class attendance, this includes codes /, \, L, W, V, B, P, K, D \(please see below table for definitions\). This report is used to inform tutors and teachers about attendance trends in particular subjects per student. The second report is student's overall attendance including all](#)

~~authorised absence codes (plus the ones listed above). This highlights all unauthorised absences and is shared with heads of year and Ben Holman. as a percentage removed from their original figure, only has unauthorised absences taken off student's attendance, therefore and~~ Reflections and merits ~~will be~~ are based on this report. ~~(font size needs changing)~~

Following CME (child missing in education) protocols, the Attendance Officers create a report at the beginning and end of the academic year. This is a list of all CSA (compulsory school age) students, the report at the beginning of the academic year is to ensure that all CSA students have arrived, if they have not this will be put in the report which is sent to the LA. The report at the end of the academic year tracks where the student will be educated next.

The Attendance Officers:

- Chase daily absence & lateness .
- Record reasons for absences in iSAMS daily.
- Record concerns in CPOMS ~~where the attendance falls below 95% or 80%, or if a pattern of absences or lateness emerges, or~~ if the reason for the absence or lateness is of concern/potential safeguarding issue.
- Compile and distribute weekly Attendance Progress report to the Vice Principal Pastoral, ~~Strategy Tutors and~~ Boarding Managers ~~detailing low attenders, their support and sanctions.~~
- Compile a report with names of staff who ~~have not completed their register need to be chased for the registration marks to be entered~~ within the 10-minute window ~~and send t~~ to Heads of Year weekly, and Principal daily.

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

The Attendance Officers are 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 and entering information on CPOMS.

ILLNESS

Boarders

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 officers must be informed of the absence by 08.30am**. The attendance officers 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 by the boarding or nurse team.

Day Students

If a day student is absent, their parent or guardian **must** contact the college at attendance@oxcoll.com before 8.30am on the day of their absence. The attendance officers will follow up with a phone call to the parent/guardian. Alternatively, parents can inform the college reception on 01865 203988. Parents must contact the college from an authorised source – i.e. only those listed as a parent/guardian using an email address or contact number recorded on ISAMS. If a student ~~t~~ is absent due to sickness for 3 or more

consecutive days ~~or if there is a pattern of illness, proof of illness~~ ~~proof of illness will may~~ be required. If a student has diarrhoea, please keep them home for 24 hours after the symptoms have passed to reduce transmission within the college. For absences due to interviews, external exams and non-emergency medical appointments (such as a dentist check-up) students must follow the College's Blue Form procedure by completing a blue form from our reception desks.

STUDENT SUPPORT AND SANCTIONS

See Behaviour Policy.

KEY STAFF

The Vice Principal Pastoral is Ben Holman, who is responsible for oversight of the attendance procedures and receives information from other college staff and takes appropriate action in accordance with the Policy. Ben Holman, Vice Principal Pastoral is member of the SLT and is the appointed Senior Attendance Champion who sets 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 with the DSL. Severine Collins, Vice Principal DSL is also a member of SLT who is responsible for all UKVI compliance matters, including attendance.

The Attendance Officers (AO) are Niamh McCann and Jody Harding. ~~On a typical day-to-day, Niamh is responsible for Y11, Y12 and Exeats, and Jody for Y12 and Y13.~~ The Attendance Officers can be reached on: attendance@oxcoll.com or 01865203988. The AOs are the first port of call about attendance on a day-to-day basis.

The Vice Principal Pastoral and Vice Principal DSL, 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 excluded.

REQUEST FOR DAY LEAVE (BLUE FORMS)

An **Authorised Absence Request (AAR)** is for situations where a student is going to miss class to attend an open day, external exam or work observation.

- Students must get a Blue Form completed by the teachers of the classes they are going to miss, as well as their strategy tutor.
- Proof must be submitted alongside the blue form- for example, a screenshot of the email confirmation.
- They should then email a scan or picture of this form to attendance@oxcoll.com so the register can be kept updated.
- If teachers **veto or object the AAR** by not signing this form, the decision lies with the head of year for authorisation.
- If a student wants to miss an internal exam, their head of year must sign the blue form in addition to the teachers whose exams will be missed.

- A minimum of two working days notice must be given prior to the date of absence.

EXEATS

An exeat must be submitted whenever a student (day or boarding) 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 where needed. Copies of Exeat authorisations 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 Officers 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 Officers identify 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 Officers identify through regular analysis of Weekly Attendance Reports that a sponsored student has accrued 10 unauthorised absences on College Days, the Attendance Officers 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.

contact@oxcoll.com

Vice Principal Pastoral

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