



Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

Attendance & Punctuality Policy

Revised: September 2024
Review date: August 2025

ATTENDANCE

The College expects students to have 100% attendance and to be punctual to all lessons. Our aim is to ensure students achieve the best they can, and excellent attendance is a key part of this happening. It is clear there is a direct relationship between attending and achievement. Students, their parents, agents, and guardians should be very aware of this and should do everything possible to ensure attendance is excellent.

Any report the College is asked to give for a student might include comments regarding attendance; this might be a part of a UCAS reference. The end of term reports will also carry the attendance information.

Furthermore, students who are studying in the UK with a Visa are expected to attend every class during their programme of study. Students' attendance and engagement will be monitored and recorded. Failure to achieve an acceptable standard may lead to the student being required to leave the UK and the visa being cancelled (see Appendix 5). The Students with a Visa - Attendance Contract needs to be understood and signed by every student on a visa.

This process details the steps the College will take to ensure students are in class and will clarify the steps the College will take if attendance and/or punctuality is problematic.

The designated Senior Attendance Champion for the College is Melissa Tynegate (Vice Principal).

The college will also provide the local authority with the name and address of pupils who miss 15 consecutive or cumulative days due to illness.

1. BACKGROUND

All students have timetables. These are produced at the start of their course.

The expectation is that students attend all their classes, including any supervised study and/or library sessions marked on the timetables, and any meetings with their Senior Tutor (ST).

A class register is taken electronically on iSAMS at the beginning of a class. The register is closed 5 minutes after the beginning of a class; a student arriving after the beginning of the lesson, but before the closure of the register should be marked as late.

Any student, who has not made contact with the College to advise of their anticipated late arrival and arrives at the lesson after the closure of the register should report to his or her ST or a deputy and is to be marked as unauthorised absence in the register unless there are extenuating circumstances, which is at the discretion of the ST. The student will not be able to return to the class they are late for and will be sent to the library for the duration of the lesson. If the lesson is a double period, the student will not be allowed to attend the second period. It is then up to the student to catch up with their work, it is not for the teacher to spend valuable learning time providing the student with an update.

Where there isn't a break between lessons students are expected to be no more than 5 minutes late (assuming travelling time of more than one floor or from one building to the next). Where a student arrives more than 5 minutes late, the student will be sent to the ST and then to the library for the remainder of the lesson.

Any unauthorised absences which later become authorised will be amended by the ST.



2. REASONS FOR NOT ATTENDING COLLEGE AND APPROPRIATE COMMUNICATION WITH THE COLLEGE:

Absence, where a student follows the procedures below, may be marked as authorised absence. Having a significant number of authorised absences may nevertheless give rise to action being taken by the College which may include imposing sanctions (see Promoting Good Behaviour Policy).

There may be a number of reasons a student is unable to come to College:

Illness: If a student is ill and under 18 as of the 31 August preceding the academic year, an adult must contact the College. For boarding students, this can be boarding staff; for students living with a host family, an adult member of the host family; for day students a parent or guardian. It is not acceptable for the student to contact the College themselves, unless an adult is not available, and never acceptable for another student to seek authorisation for another student's absence. If the required notification as detailed above is not received, the student will be marked with unauthorised absence. We accept if a student is with a host family or their own family, the family members may leave the house before the student and this process may be difficult to follow. In such cases, we will explain to individual students they can call in, but we will subsequently confirm details with their family or the host family. Prolonged periods of illness must be evidenced by providing a doctor's note.

If a student is ill and over 18, they must contact the College as soon as they know they will not be able to come in. Boarding students must also inform boarding staff at 8 am in the morning. In case of prolonged and/or extended illness, students must provide a doctor's note.

In case a student has attended their lesson, but is feeling unwell during the day, they need to see their ST, Matron or a Deputy, who can sign them off and notify boarding staff, parents, guardians and/or agents. This absence will be authorised. However, if the student does not meet their Senior Tutor, Matron or deputy, their absence will be unauthorised.

Permission from parents or guardians: If a parent or guardian requests permission for a student to miss lessons this must be done through the Reach Boarding App for boarders or the student's Senior Tutor for day students. In all cases, it must be done in advance. It is not acceptable to email the College after the absence has happened. It is essential that there is a discussion about absence. If this procedure is not followed, the student will be marked with an unauthorised absence unless there is clear justification and evidence, e.g. a university open day.

If this request comes from a student's Agent, the College will still seek confirmation of the request from the parent (unless the agent is also the student's guardian). If parental/guardian permission is not received, the student will be marked with unauthorised absence.

Lateness: If a student is unavoidably late, for example through an unusual traffic incident, the student must phone the College and advise reception who will inform relevant staff. This may be treated as an authorised absence and staff informed to treat the lateness as such, but it depends on the circumstances. The decision on whether this is authorised or not is made by the ST.

Persistent lateness to any class is disruptive to other learners and will therefore result in disciplinary sanctions being availed.

Leaving early at the end of term and arriving back late after term starts: Term dates are clear and are published well before the beginning of the academic year. Students are expected to be in the College to the end of

term and to arrive back at the beginning of each term in good time. Any request from a parent or guardian to leave early or return late will be considered by the ST. Permission will only be granted in exceptional circumstances and where the latter is not evident; any absence at these times will be marked as unauthorised. Any lessons missed through leaving early, returning late or not authorised by the ST will not be made up.

All students and/or parents/guardians/agents must submit **leaving and arrival dates** to the STs and REACH Boarding (if applicable), **at least one week before leaving**. Please be aware that students on visas risk breaching their visa rules if they leave early or return late to College without authorisation, or leave without informing the College beforehand.

Any unauthorised absence will be followed up – we have an obligation to ensure we know the reason for any absence.

| Reasons for absence and expected responses | | | | | | | |
|--|--|-------------------------------------|--|---|-----------------------------|---|---|
| | Illness | | Illness while in College | Parental/guardian permission | Lateness | Early term departure, late return in term | |
| | Boarders | Day students | All students | | | Boarders | Day students |
| Students under 18 years of age | Student notifies boarding staff by 8 am. | Parent/Guardian informs the College | Must see Senior Tutor, Matron or Deputy before leaving | Parent/guardian/agent informs Senior Tutor in advance or submits a request on REACH Boarding, if the student is a boarder | Student informs the College | Parent/ guardian informs Senior Tutor and submits a request on REACH Boarding at least one week before leaving | Parent/ guardian informs Senior Tutor at least one week before leaving |
| Students over 18 years of age | Student notifies boarding staff | Student informs the College | | | | Parent/ Guardian/ Student informs Senior Tutor and submits a request on REACH Boarding at least one week before leaving | Parent/ guardian/ student informs Senior Tutor at least one week before leaving |

3. THE PROCESS OF RECORDING AND FOLLOWING UP ABSENCE

a. Notification of absence received.

Where the College is notified of a day student absence, as indicated in the previous section, the Reception Manager/ Team or designated deputy will email the relevant subject teacher(s) and notify the relevant ST or Deputy.

Where a boarder is going to be absent from a lesson, or multiple lessons, the Houseparent will notify all tutors, the STs and Matron before 09:00. If the absence is only in the afternoon, the Houseparents will send the notification as soon as they are made aware.

The relevant teacher(s) log the reason for the absence into class registers using the appropriate code (see Appendix 1) and if needed, write a comment in the relevant section.

b. Notification of absence not received

When notification of absence is not received, the said absence is regarded as unauthorised.

The Senior Tutors, Reception Team and Heads of Houses monitor absence throughout the day. Where a student is absent from a class and the College has not received notification of said absence, the latter is dealt with as follows:

Compulsory school age (CSA) students (boarding and day): the Senior Tutor or designated deputy will telephone and/or email the student's responsible adult to identify the reason for, and obtain formal confirmation of, the reason for the student's absence. The Senior Tutor or designated deputy will make sustained attempts during the day at contacting the student's responsible adult and the student until such point that either contact is made, or the processes detailed in the relevant stage of the Missing Students Policy are enacted and the Senior Tutor will notify the Designated Safeguarding Lead immediately.

Once the reason for the absence is identified, it is at the discretion of the Senior Tutor or Deputy to authorise the absence. A note of the reason for absence will be logged in iSAMS.

Students aged 16+:

Note: Any student aged 16 or over on the 31st August preceding the academic year in which they study at the College is not of compulsory school age.

16+ Day Students

If upon the closing of morning registers a 16+ day student is found to be absent, and the College has not been notified of said absence, their Senior Tutor or designated deputy will telephone and/or email the student's responsible adult to identify the reason for, and obtain formal confirmation of, the reason for the student's absence. The Senior Tutor or designated deputy will attempt to contact the student's responsible adult and the student. In the event neither, or any of the student's contact details, are able to be contacted, the College will enact the Missing Students Policy and notify the Designated Safeguarding Lead immediately.

16+ Boarding Students

If, upon production of the daily attendance reports, a 16+ boarding student is absent and the College has not been notified of said absence, the Senior Tutor or designated deputy will contact boarding staff to identify the reason for, and obtain formal confirmation of, the reason for the student's absence. The Head of House will be made aware of the Senior Tutor's contact with the boarding staff and will ensure that they make sustained attempts each hour at contacting the student until such point that either contact is made. In the event neither, or any of the student's contact details, can be contacted, the College will enact the Missing Students Policy and notify the Designated Safeguarding Lead immediately.

Where a student does not leave the boarding house by 08:45, and discussions have taken place as to why that it, the ST will write to the parents to gain permission to confiscate the student's electronics after curfew. On the first offence this will be for a one-week period. On the second offence this will be for a two-week period, and so on until the student is able to consistently get themselves out of the boarding house by 08:45 for the period of confiscation. Other sanctions such as shortened curfew may also be applied at the discretion of the Director of Student Services and Head of House.

The Senior Tutor will follow up all absenteeism and punctuality with the student/s in their weekly meeting or sooner where possible.

4. ATTENDANCE AND ABSENCE MONITORING PROCESS

Attendance and absence are monitored at the College on a weekly basis by the Attendance and Welfare team. This group consists of the Director of Student Services, STs, Matron and Heads of Houses. The purpose of this group is to look at the attendance data of all students (including students who are on a study Visa) for the previous week and to consider what actions are appropriate to take. Any welfare issues which might be related to attendance will be highlighted and any pastoral comments will be shared with the Designated Safeguarding Lead. During the meeting, the group identifies patterns of absence, number of absences and lateness, and follow up any concerns with the student(s), their parents/agents/guardians, teaching and support staff. The Attendance and Welfare team keep a list of students and RAG rate them (see Appendix 2) to indicate which students have poor attendance. This list is drawn up and updated during the Attendance and Welfare Group weekly meeting.

This list is circulated (as the minutes of the meeting) to STs, the Heads of Houses, Director of Student Services, teachers, and Senior Management Team (SMT). The list is annotated with recommended actions, decided on by the Attendance and Welfare Group. The actions are followed up by the Senior Tutors, Heads of Houses, and Director of Student Services where appropriate. The intention is to keep all students' attendance above 90%.

The students RAG status is adjusted weekly during the meeting to reflect their current attendance level.

The RAG ratings are:

Red – 79% and below

Amber – 80-89%

Green – 90% and above

Students with a visa - absence

The College (and specifically the Principal or designated deputy) will inform the UKVI if a visa student's attendance is unacceptable to the College and/or falls below the requirements set out by UKVI guidance. The College strictly adheres to the UKVI attendance guidance and will not compromise the College's Sponsor License over poor attendance. The UKVI can request/inspect attendance data at any time.

5. RESPONSE AND SANCTIONS IN CONNECTION WITH UNAUTHORISED ABSENCE FOLLOWING THE ATTENDANCE AND WELFARE REPORT

The sanctions imposed are in line with the sanctions in the Promoting Good Behaviour policy and are applied when absences are **not** such that the actions within the Missing Student Policy need to be invoked.

In all cases, and at all stages, it is important the Senior Tutor keeps the parents/guardians or agent informed and ensures that all incidents and actions are accurately recorded in CPOMS.

Level 1

The teacher and/ or ST will speak with the student about their absences to identify the reasons of their absence, lateness or persistent lateness. The teacher must make a record on CPOMS, while the ST will impose a Level 1 sanction if the attendance has fallen to 95% or below that could include detention, supervised study or more.

The ST will provide feedback at the Attendance and Welfare team meeting. Any reasons for absence are recorded in the attendance and welfare report.

Level 2

If attendance continues to be a problem, and the student has not made any significant improvement to get their attendance back to over 95% the ST may impose a Level 2 sanction and consider other sanctions to encourage improved attendance, for example, if the student is boarding then a reduced curfew, or monitored self-study may become necessary. If the attendance drops to 90% or below, a Level 2 sanction will be imposed by the ST. All actions must be recorded in CPOMS and parents to be informed. The sanctions may include detention, training workshops, supervised study in the library or more, the list is not exhaustive.

Level 3

If a student persists in being absent and attendance drops to 85% or below, the student will be issued with a Level 3 sanction. In addition, the student will be assigned specific targets for improvement, which will be recorded in an Attendance Improvement Contract and monitored by the ST, and reviewed weekly until a significant improvement is reached. The student may be required to attend supervised study in order to catch-up with work, and possibly detention, depending on the situation. In case of persistent lateness, the student may be refused access to class and required to report to library. Parents/guardians will be informed throughout the process and of the outcome and recorded in CPOMS.

Level 4

If the overall attendance drops to 80% or less the Senior Tutor will liaise with the Director of Student Services as to when/if to escalate the sanction if there has been no improvement after three weeks. The Senior Tutor will arrange a meeting to be held with the student, their parents/guardian/agent, the ST and the Director of Student Services (DSS). The DSS will thereafter advise the Vice Principal of suggested sanctions to be applied that may include, but not exclusively, a formal warning, temporary suspension, and/or progression to Level 5 disciplinary.

All actions must be recorded in CPOMS and communicated to parents/guardian/agent.

NB: If the student has a study visa, the Director of Admissions needs to be informed of the low attendance and a decision with the Principal needs to be made to report the case to UKVI.

Level 5

A sanction of Level 5 will be given if overall attendance falls to 75% or below and it may escalate to suspension and/or exclusion. This might be the result of persistent failure to meet expectations despite a level 4 warning. The Vice Principal will consult with the Principal or designated deputy before a decision is made (see appendix F in Promoting Good Behaviour policy). Parents/guardians will be notified of said sanction by the Principal or Vice Principal.

If a student is permanently excluded, the terms and conditions published by the College, which state that in principle fees remain payable, will apply.

It should remain clear to all through any sanctions process (see Promoting Good Behaviour policy) that the main aim and intention of the College is, wherever possible, to have the student study on a full timetable. Any sanctions are as a last resort and will be taken reluctantly.

6. WORKING WITH PARENTS

Throughout the process of monitoring a student’s absence, parents are informed and encouraged to work collaboratively with the College to improve attendance. The attendance record is available live daily via iSAMS, which parents can access to monitor their child’s attendance.

Appendices

Appendix 1 – Attendance register codes

Appendix 2 – Example of an attendance and welfare report

Appendix 3 – The Student Learning, Behaviour & Attendance Contract is to be completed during induction, as part of the Learning Agreement, and reviewed with the student at each step of this process if their attendance is poor. It may be necessary to ask the student to re-sign the agreement to confirm that they understand the commitment and consequences of non-attendance.

Appendix 4 Letter templates

Appendix 5 Students with a Visa - Attendance Contract

Appendix 1

Attendance register codes

| Code | Description | iSAMS Category |
|------|---|----------------|
| / | Present (AM) | PRESENT |
| \ | Present (PM) | PRESENT |
| L | Late | PRESENT |
| £ | Exam | PRESENT |
| & | Induction | PRESENT |
| I | Illness | AUTHORISED |
| C | Other authorised circumstances | AUTHORISED |
| C1 | Absent with leave for the purpose of participating in a regulated performance | AUTHORISED |
| C2 | Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend. | AUTHORISED |
| M | Medical/Dental Appointments | AUTHORISED |
| H | Family Holiday (Agreed) | AUTHORISED |
| F | Extended Family Holiday (Agreed) | AUTHORISED |
| R | Religious Observance | AUTHORISED |
| E | Excluded | AUTHORISED |
| S | Study leave | AUTHORISED |
| T | Traveller Absence | AUTHORISED |
| Y1 | Exceptional Circumstance due to lack of transport normally provided for | AUTHORISED |
| Y2 | Widespread disruption to travel caused by a local, national, or international emergency | AUTHORISED |
| Y3 | Part of school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use. | AUTHORISED |
| Y4 | Whole school closed when school was due to meet for a session, but session cancelled. | AUTHORISED |
| Y5 | Pupil is subject to a sentence of detention | AUTHORISED |

| | | |
|----|---|-------------------------------|
| Y6 | Unable to attend due to guidance/ law relating to incidence or transmission of infection or disease. | AUTHORISED |
| Y7 | Any other unavoidable cause. <i>(A record of the nature of this absence must be made in the registration)</i> | AUTHORISED |
| Q | Unable to attend because of lack of access arrangements by LA to facilitate their attendance | AUTHORISED |
| ! | Session re-scheduled | IGNORED |
| # | School Closed to Pupils | IGNORED |
| Z | Pupil not on roll | IGNORED |
| @ | Course completed | IGNORED |
| \$ | Suspended non-payment of fees | IGNORED |
| - | Unknown | IGNORED |
| ? | Withdrawn | IGNORED |
| ER | Error in the system | IGNORED |
| U | Late (After registration closed) | UNAUTHORISED |
| N | No reason yet provided for absence | UNAUTHORISED |
| G | Family Holiday (NOT Agreed) | UNAUTHORISED |
| X | Non-Compulsory School Age Absence | UNAUTHORISED |
| P | Approved sporting activity | APPROVED EDUCATIONAL ACTIVITY |
| J1 | Interview for employment of admission to another educational institution | APPROVED EDUCATIONAL ACTIVITY |
| K | Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014). <i>(The nature of the educational activity must be recorded in the registration)</i> | APPROVED EDUCATIONAL ACTIVITY |
| B | Educated off site <i>(The nature of the educational activity must be recorded in the registration)</i> | APPROVED EDUCATIONAL ACTIVITY |
| D | Dual Registration | APPROVED EDUCATIONAL ACTIVITY |
| V | Educational trip or visit | APPROVED EDUCATIONAL ACTIVITY |
| W | Work Experience | APPROVED EDUCATIONAL ACTIVITY |

Appendix 2

Example of an Attendance and Welfare report

| ST | VISA | Student | Registers | Present | Late | Absent | Withdrawn | Unmarked | Attend % | Overall | COMMENTS AND ACTIONS |
|-----|--------|---------------|-------------|-------------|-----------|------------|-----------|-----------|---------------|---------------|--|
| ST3 | NOVISA | Student 3 | 22 | 15 | 2 | 5 | 0 | 0 | 77.27% | 77.93% | left early, came back late |
| ST1 | NOVISA | Student 4 | 17 | 8 | 0 | 9 | 0 | 0 | 52.94% | 77.99% | missed all Thursday before the break and 2 periods on Wed; no reason ; ST1 spoke with them; ST1 to monitor |
| ST1 | NOVISA | Student 5 | 25 | 15 | 1 | 9 | 0 | 0 | 64.00% | 79.13% | early leaver; missed maths this week; ST1 already had a chat with them; ST1 to monitor |
| ST4 | NOVISA | Student 8 | 18 | 17 | 1 | 0 | 0 | 0 | 100.00% | 81.09% | |
| ST1 | VISA | Student 9 | 23 | 14 | 0 | 9 | 0 | 0 | 60.87% | 81.17% | early leaver |
| ST1 | VISA | Student 13 | 20 | 17 | 0 | 3 | 0 | 0 | 85.00% | 83.61% | early leaver; missed 1st day of new term |
| ST3 | VISA | Student 14 | 31 | 20 | 0 | 11 | 0 | 0 | 64.52% | 84.42% | |
| ST2 | NOVISA | Student 15 | 33 | 32 | 0 | 1 | 0 | 0 | 96.97% | 84.74% | doing well - dropping IELTS |
| ST2 | NOVISA | Student 36 | 16 | 8 | 3 | 5 | 0 | 0 | 68.75% | 89.55% | ST2 to meet on Tuesday |
| ST3 | VISA | Student 37 | 22 | 22 | 0 | 0 | 0 | 0 | 100.00% | 89.61% | |
| ST2 | VISA | Student 38 | 36 | 7 | 1 | 28 | 0 | 0 | 22.22% | 90.12% | Early departure late return |
| ST3 | VISA | Student 39 | 29 | 8 | 1 | 19 | 0 | 1 | 34.48% | 90.17% | |
| ST2 | NOVISA | Student 40 | 22 | 15 | 1 | 6 | 0 | 0 | 72.73% | 90.35% | ST2 to authorise absences |
| ST3 | VISA | Student 41 | 29 | 21 | 2 | 2 | 0 | 4 | 93.10% | 90.42% | |
| ST2 | VISA | Student 42 | 26 | 19 | 1 | 6 | 0 | 0 | 76.92% | 90.47% | early departure |
| ST1 | VISA | Student 43 | 28 | 19 | 3 | 3 | 0 | 3 | 89.29% | 90.60% | |
| ST2 | NOVISA | Student 44 | 12 | 12 | 0 | 0 | 0 | 0 | 100.00% | 90.70% | |
| ST1 | VISA | Student 45 | 16 | 13 | 1 | 2 | 0 | 0 | 87.50% | 90.81% | sleeping problems due to noise in his room; changed room now; ST1 to monitor |
| ST1 | VISA | Student 46 | 26 | 25 | 1 | 0 | 0 | 0 | 100.00% | 90.89% | |
| ST1 | VISA | Student 47 | 21 | 10 | 1 | 10 | 0 | 0 | 80.95% | 90.92% | early leaver; not attending week 1 either (but it's authorised absence) |
| ST1 | NOVISA | Student 48 | 23 | 21 | 2 | 0 | 0 | 0 | 100.00% | 90.95% | |
| ST1 | NOVISA | Student 49 | 17 | 17 | 0 | 0 | 0 | 0 | 100.00% | 91.02% | |
| ST2 | NOVISA | Student 50 | 9 | 9 | 0 | 0 | 0 | 0 | 100.00% | 91.24% | |
| | | Total: | 4026 | 3162 | 82 | 707 | 0 | 62 | 82.72% | 93.60% | |



September 2024

Student Learning, Behaviour & Attendance Contract for

_____ (Write your name here)

Oxford Sixth Form College will provide the most appropriate teaching and support available for the planned programme of study. The College will also provide resources, equipment and facilities where appropriate to enable students to achieve their full potential.

By accepting your place at the College and continuing your education with us, you agree to the following:

1. I will complete all set work, tasks and assignments within agreed deadlines and participate to the best of my ability in examinations and tests as arranged by the College.
2. It is my responsibility to attend all lessons and other arranged periods of study as well as to bring materials as requested by my teachers.
3. I will have **100% attendance** (unless ill, in which case I will notify the College before 9am on the day of absence).
4. I will be punctual to all lessons. Teachers are not expected to wait for me to arrive after the start of each lesson.
5. I will attend all my one-to-one Senior Tutor meetings to discuss and reflect on my progress.
6. I will not use my mobile phone in class unless my teacher specifically requests it
7. I will notify my Senior Tutor immediately if I change my address, email and/or telephone number/s.
8. I will always behave respectfully toward all members of staff and other students.
9. I understand that the College takes a zero-tolerance approach towards child-on-child abuse, both online and offline, inside and outside the College. I agree not to engage in any child-on-child abuse, bullying, harmful sexual behaviour or any activity that may affect the safety of myself or others.
10. I will not bring drugs and/or alcohol onto college premises.
11. I will not engage in any activity which is likely to bring the reputation of the College into disrepute, for example, committing a crime or engaging in negative publicity, including social media.
12. I understand my parents, guardians and fee payers will be informed on a regular basis of any absence, lateness or poor commitment to studies.

I understand the commitment I am making to the College, its staff and other students. If I do not follow the agreements above, I understand that the College may decide that I can no longer study at OxSFC. ***My attendance and performance will be reviewed continuously. If I have not met the terms of this contract, I could immediately be told to leave the College.***

| | |
|--------------|--|
| Student Name | |
| Signature | |
| Date | |

Appendix 4

Letter templates

These are for use with ALL students; however, Senior Tutors will need to adapt them accordingly. **Any letter sent to a student or parent must be saved on CPOMS.**

These letters can be adapted and used where attendance is a cause for concern even though the reasons for absence are known/have been authorised by a responsible adult.

Letter/Email 1 (to be sent after Level 1 of Unauthorised Absence process)

Dear [parent/guardian/agent name]

I have reviewed [Name]'s current attendance and note that he/she has missed X lessons resulting in an overall attendance of X%.

Please find attached his/her Attendance Report for your review and a copy of the College's attendance policy.

Absences may be authorised under specific circumstances and should be agreed through me before they occur. As [Name of Student] has Child Student / Student visa we are required to record all non-attendances and the reasons for UKVI.

So that you are aware, I will be closely monitoring [Name of student] attendance on daily basis to ensure that [name of student] is not in breach of their visa conditions.

If further absences will be recorded, I will have no option but to report [name of student] to UKVI.

In the future please contact myself at [ST email address] to notify me of your son/daughters absences.

We welcome any support you can provide to help us improve [name of student] attendance.

Best wishes

Name of ST]

Cc [Name of student]

Letter/Email 2

Dear [parent/guardian/agent name]

I wrote to you on the [date] but unfortunately [name of student] attendance at College has still not improved sufficiently and currently stands at X%.

I enclose [name of student] attendance report.

Continued non-attendance at classes has serious consequences (up to and including exclusion from the College). If [name of student] is experiencing serious personal circumstances which are affecting their attendance, please let me know (if you haven't already) so that the College can take these into account and offer [name of student] the appropriate support.

We know from experience and the extensive research that has been carried out that poor attendance leads to poor results. It is vital for [name of student] success and progression that work together to improve [name of student] attendance. I wish to remind you that I am obligated to inform UKVI of all absences which could lead to [student name] losing his visa and having to return home.

I would be very grateful if you would contact me either by email [insert your email address] or telephone; 01865 793333. I am available to speak with you on [insert days/times].

Please be aware that if there is no immediate improvement in your son/daughters attendance, further action will be taken.

Best wishes

[ST Name]

Cc [Student name]

Letter/Email 3

Dear [Parent/Guardian/Agent name]

I wrote to you on the [insert date] and again on the [insert date] because of my concern with [student name] attendance.

I enclose [student name] attendance report.

Sadly, we are now in a situation where disciplinary measures need to be taken (please see our Promoting Good Behaviour policy attached). [Student name] will [meet/has met] with the Director of Student Services, Mrs. Sevi Spicer, and has been put on report and has had targets set to improve [his/her] attendance. This will be monitored daily and reviewed in one weeks' time. If there is still no improvement or attendance continues to fall the situation will be escalated to the Vice Principal.

As I said in my last email, good attendance at College is linked to grades; we know from years of experience that students who do not attend classes are significantly more likely to fail or get lower grades in their exams which will not help [name of student] future endeavours.

We appreciate that 80% may appear to be a good level of attendance but we strive for 100%. We are therefore keen to explore how we can help your [son/daughter] to improve their attendance.

To remind you again, [name of student] is studying in the UK on a visa. Specifically, this is a **[student study] visa** and the conditions of this visa state that they **must attend all lessons**.

Please contact me as soon as possible by calling 01865 793333 or by email: [ST email address]

Best wishes

[ST Name]

Cc [Student name]

Letter/Email 4 (Use as follow up to Letter/Email 3)

Dear [Parent/Guardian/Agent]

On [insert review date] we reviewed [student name] attendance and looked at [his/her] targets. [I am pleased/saddened] to say that there [has/has not] been an improvement. [Student name] attendance now stands at [X%]; [X% above/below] their attendance when I wrote to you last week. I have attached student name] attendance report.

Pick most appropriate paragraph:

1 Since [student name]'s attendance has continued to fall we have been unable to lift our sanction and therefore [student name] remains on report for the forthcoming week.

2 Since [student name] attendance has continued to fall we have been unable to lift our sanction and therefore [student name] remains on report for the forthcoming week. Since [student name] is here on a study visa, and the attendance is now [below/just above] 80%, we will now have to consult with the Vice Principal, Carole Nyssen to see if he/she can remain in the College.

3 Although we are beginning to see an improvement in [student name] attendance we feel that it is prudent to keep [student name] on report for another week so that we can closely monitor him/her.

I will write to you again next week.

Best wishes

[ST Name]

Cc [Student Name]

Student Visa Contract

As the holder of a Visa to study in the UK, it is essential that you comply with the conditions of your visa whilst you are with us. Please read below and sign to confirm that you understand the following:

Attendance/Course

- You **must** have 100% attendance. As a visa student you need to be aware that UKVI law requires you to be in your classes for at least 80% of the time
- If you are going to be absent from class, follow the absence procedure and inform your Senior Tutor
- If you are unwell and unable to come to college, contact your Senior Tutor immediately
- If you are absent for 5 days or more due to sickness, you must bring a doctor's note
- If you are absent without permission for 10 consecutive days, we are obliged to inform the UKVI (UK Visa and Immigration department).

Work

Your working conditions in the UK are either printed directly on your e-visa or on your BRP card.

Holidays

You will find the term dates on the college website, and you must not take holiday outside these dates as this will negatively impact your attendance.

Changes to your course

The College will help you with any visa changes required, providing your attendance is over 80% and you are making good progress in your lessons. If you change your course type or shorten the duration of your course, we are obliged to inform the UKVI.

Accommodation and Contact details

You must contact your Senior Tutor immediately about any changes to your accommodation and contact details, for example if you change your email address, mobile number or residential address.

When you arrive

Please sign and date this agreement. In doing so you are signing to say that you have read and understood all the above and that you will comply with the regulations.

| | |
|--------------|--|
| Student Name | |
| Signature | |
| Date | |

Appendix 6

Attendance Improvement Contract:



Attendance Improvement Contract for: [INSERT NAME]

By signing this contract, you agree to abide by the terms within and you understand that this was brought in due to your poor attendance in the college.

As per the meeting held with you and [INSERT NAME] on [INSERT DATE], we are issuing an attendance improvement contract that will be in place for [INSERT LENGTH OF TIME]. If this contract is broken, your Senior Tutor will liaise with the Director of Student Services to determine what happens next. Breaking this contract will result in a disciplinary meeting.

As part of the agreement, you must abide by these terms:

- 1.
- 2.
- 3.
- 4.

Name (Print)

Signature:

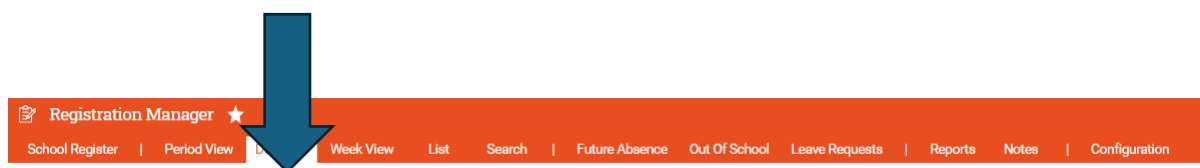
Date:

Appendix 7 Monitoring attendance- guidance

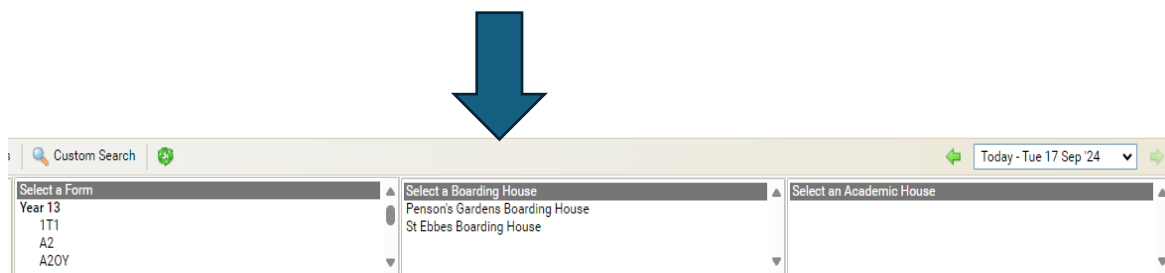
1. Log in to isams
2. Click on Registration Manager



3. Click on Day View



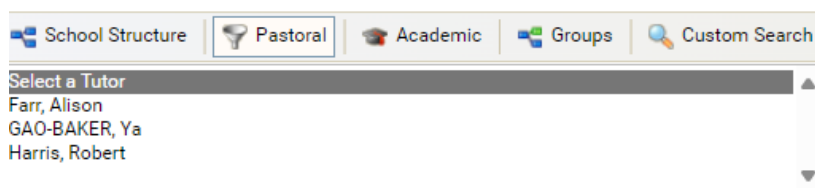
4. Select Boarding House (for the Heads of Houses/ Boarding Team)



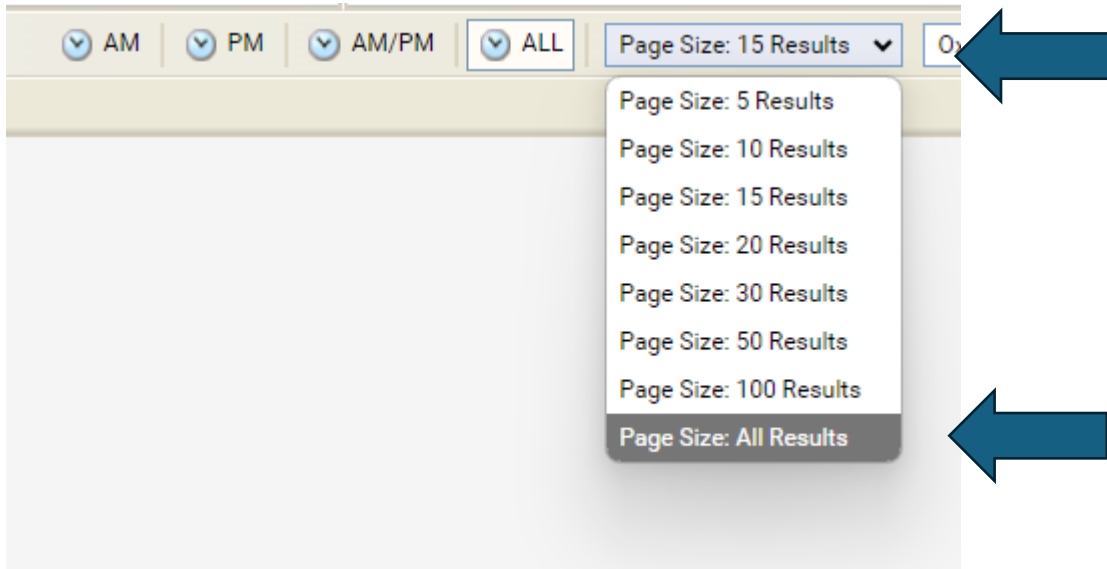
OR Select a Year to view attendance per Year group



OR Pastoral, and click on the name of the Senior Tutor




5. To view all students Click on All results




6. Registers

- Green- present

| | | | | | | | | | |
|---|---|----|----|--------|---|---|---|--|--|
|  Kim, Sofiya | - | AS | 12 | FAR001 | / | / | / | | |
|---|---|----|----|--------|---|---|---|--|--|

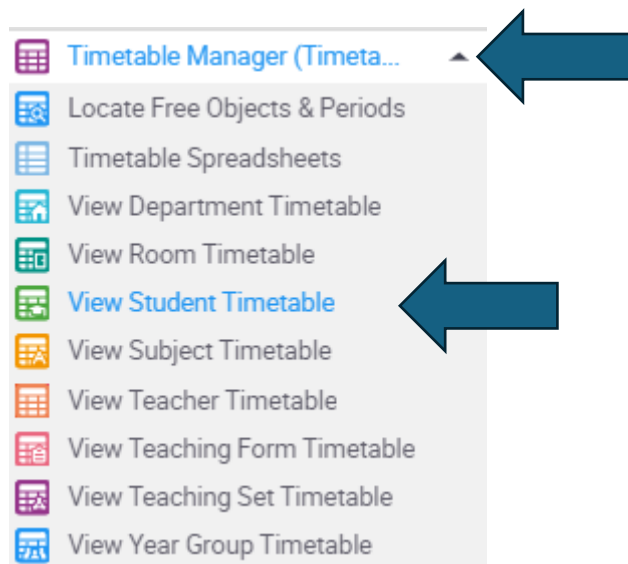
- Red or Purple- absent

| | | | | | | | | | | | | |
|--|---|-------|----|--------|---|---|---|---|--|--|--|--|
|  Liang, Bowen | - | Pre-A | 11 | HAR001 | 0 | / | / | / | | | | |
|--|---|-------|----|--------|---|---|---|---|--|--|--|--|

- Blank – it is no lesson yet or it is unmarked by the teacher!


If it unmarked, we need to follow up and inform the teacher. You can follow the process below:

- View Student timetable in the Wizard Bar



- Add the name of the student in the Student Selection and click the name.

Student Selection: _____

Aldridge, Aaron 

To select a students timetable enter the students surname in the combo box above.

- Click next and you can see the timetable and identify who the teacher is. To exit the timetable,
 - click Finish and send a Teams message or email to the teacher. If email, cc the DoSs.

7. If a student is absent, you need to email or Teams message the student and make a record on isams.

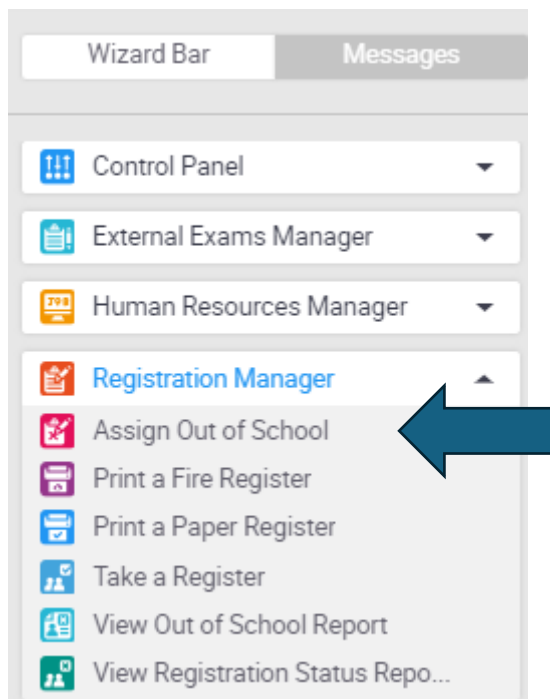
8. Record on isams- Explanations:

A student is absent, you texted them or called etc:

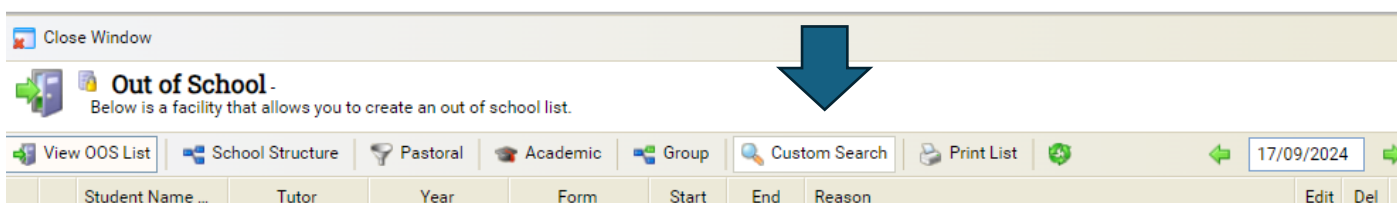
- a) but they have not responded. Record that you texted/ emailed etc and the student has not responded. Leave the mark as N (= reason Not provided)
- b) and they responded to your text.
 - A. If they are unwell, update the mark as I (=illness) and record that the student said they are unwell. (we need to check also with them if they have followed the process. If they are boarders, they need to tell the House Parents; if they live alone (under 18 years old) their parents need to inform the college; if they live alone (over 18) they have to inform the college.
 - B. The reason is not authorised (what ever reason they say eg I lost my timetable/ I didn't know where the class was/ my lunch break is too short etc) – update the record to O (unauthorised absences)
 - C. The reason is authorised (e.g. UCAS trip/ doctor's appointment etc), we need to see evidence and then update the register: eg. M (medical appointment), C (other authorised circumstances), S (study leave).

9. To update the mark on the register follow the process below:

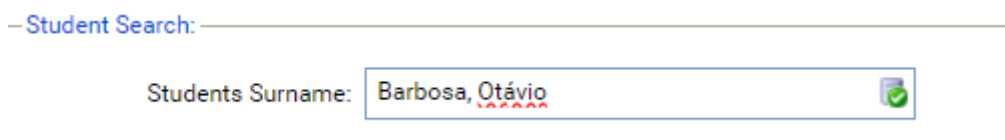
- Click on the Registration Manager- Assign Out of School in the Wizard Bar



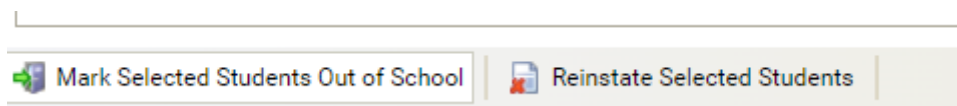
- A. Click on Custom Search (if the student is not already in the list)



- Start typing the student's name and click on the name



- Click on Mark Selected Students Out of School



- A new window opens and you can choose the code and the time.

- B. If the student is already in the list, follow the process:

- Click on the Edit note at the end of the student's name

Out of School - Work - Microsoft Edge
https://osf-isams.nordanglia.com/modules/schoolregistration/outofschool/outofschool_popup.asp

Close Window

Out of School
 Below is a facility that allows you to create an out of school list.

View OOS List | School Structure | Pastoral | Academic | Group | Custom Search | Print List | 18/09/2024

| Student Name ... | Tutor | Year | Form | Start | End | Reason | Edit | Del |
|---------------------|--------|------|-------|-------|-------|--|------|-----|
| Amakiri, Daniel | GA0001 | 13 | A2 | 16/09 | 20/09 | O - Unauthorised Absence - No return date provided. Sevi an | | |
| Barannikov, Alex... | HAR001 | 13 | A2 | 13:15 | 14:45 | O - Unauthorised Absence - Dropped bag in library then left s | | |
| Barbosa, Otávio | HAR001 | 11 | Pre-A | 08:45 | 09:30 | O - Unauthorised Absence - Was late to lesson so left colle | | |
| Bouwer, Frederic | HAR001 | 11 | Pre-A | 08:45 | 09:30 | O - Unauthorised Absence - Was sat in common room as dic | | |
| Nguyen, Duc Hie... | GA0001 | 13 | A2 | 10:45 | 12:15 | O - Unauthorised Absence - Unauthorised. to late to join less | | |
| Ruangkritya, And... | GA0001 | 13 | A2 | 09:45 | 10:29 | O - Unauthorised Absence - Didn't turn up to lesson. later res | | |
| Schnack, Noah | HAR001 | 12 | AS | 08:45 | 16:30 | & - Induction | | |
| Seton, Alexander | HAR001 | 12 | AS | 11:30 | 12:10 | O - Unauthorised Absence - Went back to boarding house wi | | |
| Subramaniam, R... | FAR001 | 12 | AS | 00:00 | 20/09 | I - Illness - Chest infection - Ali to call Dad | | |
| Xue, Haoren (Ton... | HAR001 | 13 | A2 | 13:15 | 14:45 | O - Unauthorised Absence - Did not attend lesson. No respo | | |
| Zhang, Mingzhen... | GA0001 | 13 | A2 | 09:45 | 10:29 | O - Unauthorised Absence | | |
| Zhu, Tingyu (Aar... | GA0001 | 13 | A2 | 13:15 | 14:45 | O - Unauthorised Absence - Did not attend lesson. No respo | | |

➤ A new window opens, and you can choose the code and the time.

Out of School - Multiple Time Edit - Work - Microsoft Edge
<https://osf-isams.nordanglia.com/modules/schoolregistrati...>

Save Changes | Cancel

Details:

Code: N - No Reason Yet Provided For Abs...

Default times:

Dates and Times:

Start Date: 17/09/2024

Start Time: 08 : 45

Return Date: 17/09/2024

Return Time: 16 : 30

Additional Information:

Reason:

Make sure you add the correct times for the period you are checking

➤ Please add a note in the Reason section:

e.g. Sevi contacted the student and he did not respond.
 or Sevi contacted the student and he said he was unwell.
 Add any comment that is relevant to the situation.

➤ Click on Save Changes and then Close Window.