



**Oxford Sixth Form College**

A NORD ANGLIA EDUCATION SCHOOL

# **Attendance & Punctuality Policy**

Revised: September 2024  
Review date: August 2025

## **ATTENDANCE**

### **Aims**

This policy aims to show our commitment to meeting our obligations with regards to College attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-college culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend college

We will also promote and support punctuality in attending lessons.

### **Legislation and guidance**

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:
  - [School census guidance](#)
  - [Keeping Children Safe in Education](#)
  - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

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 Attendance & Punctuality Policy 2024 - 25

Appendix 5). The Students with a Visa - Attendance Contract needs to be understood and signed by every student on a visa.

This policy 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 students who miss 15 consecutive or cumulative days due to illness.

## 1. BACKGROUND

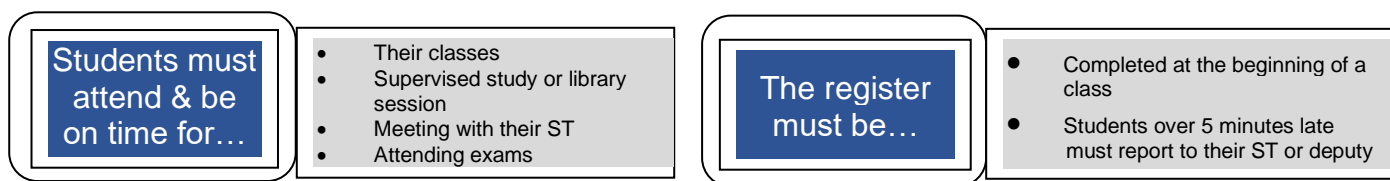
The expectation is that students attend all their sessions, including any supervised study and/or library sessions marked on the timetables, and any meetings with their Senior Tutor (ST).

A class register is taken electronically on iSAMS at the beginning of a session. The register is closed 5 minutes after the beginning of a session; a student arriving after the beginning of this session, 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 session 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,

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 on the first day of an unplanned absence by 9am or as soon as practically possible, by calling the College reception who can be contacted via 01865 [793333](tel:793333). 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. Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the College will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

We will mark the absence due to physical or mental illness as authorised, unless the College has a genuine concern about the authenticity of the illness.

If the College is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

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 their ST, 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 ST, 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. Attending a medical or dental appointment will be counted as authorised as long as we are notified in advance of the appointment. However, we encourage parents to make medical and dental appointments out of College hours where possible. Where this is not possible, the student should be out of College for the minimum amount of time necessary.

**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 31<sup>st</sup> 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**

We will keep an electronic attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each College day and in every session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See Appendix 1 for the DfE attendance codes.

We will also record:

- For students of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The College day starts at 9am and ends 5.15pm

Students must arrive in College by their first session on each College day with sessions.

The register for the first session will be taken at 9.00am and will be kept open until 9.05am. PM register is taken at 1:15pm. Registers are taken for every session for all students including CSA.

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

The College will benchmark its attendance data at whole College, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

### **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.

### **Analysing attendance**

The College will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **Using data to improve attendance**

The College will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to teachers, to facilitate discussions with students and families, and to the governing board and College leaders (including special educational needs co-ordinator and designated safeguarding lead).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

### **Reducing persistent and severe absence**

Persistent absence is where a student misses 10% or more of College, and severe absence is where a student misses 50% or more of College. Reducing persistent and severe absence is central to the College's strategy for improving attendance.

The College will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the College (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at College

- Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
  - Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the College will sensitively consider some of the reasons for absence
  - Implement sanctions, where necessary (see section 5.2, above)
  - Send letters regarding attendance.

## 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. Attendance is reported in College reports sent to parents and agents.

### Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

### Following up unexplained absence

Where any student we expect to attend College does not attend, or stops attending, without reason, the College will:

- Call the student on the morning of the first day of unexplained absence to ascertain the reason. If the College cannot reach any of the student's emergency contacts, the College may contact police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Call the student on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the College will consider involving an education welfare officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals

### Strategies for promoting attendance

The college rewards positive attendance with a termly prize draw.

Where attendance is a concern, as identified in the monitoring of attendance, letters are sent home see Appendix 4.

## **7. Supporting students who are absent or returning to College**

### **7.1 Students absent due to complex barriers to attendance**

We proactively identify students at risk of persistent absence through attendance tracking and work closely with them and their families to understand the underlying issues. Where appropriate, we explore adjusted timetables, or additional academic support to help students stay engaged. We work with external agencies, such as social services and attendance officers, to address wider barriers and ensure a coordinated response.

### **7.2 Students absent due to mental or physical ill health or SEND**

We maintain regular communication with parents/carers and, where appropriate, involve medical professionals or SEND specialists. Where a student has an education health and care plan (EHCP) and their attendance falls, or the College becomes aware of barriers to attendance that related to the student's needs, the College will inform the local authority. For prolonged absences, we work closely with the student, family, and relevant professionals to create a phased return-to-College plan.

### **7.3 Students returning to College after a lengthy or unavoidable period of absence**

Before the student returns, we hold a meeting with them and their family to assess their needs and agree on a tailored reintegration plan. Where necessary, we offer a gradual reintroduction to lessons and College routines to ease the transition. If possible subject teachers provide additional academic support, including revision sessions, tutoring, or adjusted workloads to help students regain confidence in their studies. We offer one-to-one pastoral check-ins to address any emotional or social challenges and ensure students feel supported.

## **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 Template

Appendix 5 Students with a Visa - Attendance Contract

## **Appendix 1**

## Attendance Register Codes

Code	Definition	Description	iSAMS Category
/	Present (AM)	Student is present at morning registration	PRESENT
\	Present (PM)	Student is present at afternoon registration	PRESENT
L	Late	Student arrives late before register has closed	PRESENT
£	Exam		PRESENT
&	Induction		PRESENT
I	Illness		AUTHORISED
C	Leave of absence for exceptional circumstance		AUTHORISED
C1	Absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during College hours, approved by the College	AUTHORISED
C2	Leave of absence for a compulsory school age student subject to a temporary part-time timetable		AUTHORISED
M	Medical/Dental Appointments	Student is at a medical or dental appointment	AUTHORISED
H	Family Holiday (Agreed)		AUTHORISED
F	Extended Family Holiday (Agreed)		AUTHORISED
R	Religious Observance	Student is taking part in a day of religious observance	AUTHORISED
E	Suspended or permanently excluded	Student has been suspended or excluded from College and no alternative provision has been made	AUTHORISED
S	Study leave	Student has been granted leave of absence to study for a public examination	AUTHORISED
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes	AUTHORISED
Y1	Transport not available	Student is unable to attend because College is not within walking distance of their home and the transport normally provided is not available	AUTHORISED
Y2	Widespread disruption to travel caused by a local, national, or international emergency	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency	AUTHORISED
Y3	Part of College premises is unavoidably out of use and student	Student is unable to attend because they cannot practicably be	AUTHORISED

	cannot be accommodated in parts of the premises that remain in use.	accommodated in the part of the premises that remains open	
Y4	Whole College site unexpectedly closed	Every student absent as the College is closed unexpectedly (e.g. due to adverse weather)	AUTHORISED
Y5	Unable to attend as student is in criminal justice detention	Student is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> </ul> Detained under a sentence of detention	AUTHORISED
Y6	Unable to attend due to guidance/ law relating to incidence or transmission of infection or disease.	Student's travel to or attendance at the College would be prohibited under public health guidance or law	AUTHORISED
Y7	Any other unavoidable cause. <i>(A record of the nature of this absence must be made in the registration)</i>	To be used where an unavoidable cause is not covered by the other codes	AUTHORISED
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance	Student is unable to attend College because the local authority has failed to make access arrangements to enable attendance at College	AUTHORISED
!	Session re-scheduled		IGNORED
#	Planned College Closed to Students	Whole-College closures that are known and planned in advance, including College holidays	IGNORED
Z	Prospective student not on admission register	Student has not joined College yet but has been registered	IGNORED
@	Course completed		IGNORED
\$	Suspended non-payment of fees		IGNORED
-	Unknown		IGNORED
?	Withdrawn		IGNORED
ER	Error in the system		IGNORED
O	Unauthorised Absence	No reason for absence has been established, or the College isn't satisfied that the reason given would be recorded using one of the codes for authorised absence	UNAUTHORISED
U	Late (After registration closed)	Student has arrived late, after the register has closed but before the end of session	UNAUTHORISED

N	No reason yet provided for absence	Reason for absence has not been established before the register closes	UNAUTHORISED
G	Family Holiday (NOT Agreed)	Student is absent for the purpose of a holiday, not approved by the College	UNAUTHORISED
X	Non-Compulsory School Age Absence not required to attend College		UNAUTHORISED
P	Approved sporting activity	Student is participating in a supervised sporting activity approved by the College	APPROVED EDUCATIONAL ACTIVITY
J1	Interview	Student has an interview with a prospective employer/educational establishment	APPROVED EDUCATIONAL ACTIVITY
K	Attending education provision arranged by the local authority	Student is attending a place other than a College at which they are registered, for educational provision arranged by the local authority	APPROVED EDUCATIONAL ACTIVITY
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience	APPROVED EDUCATIONAL ACTIVITY
D	Dual Registration at another school	Student is attending a session at another setting where they are also registered	APPROVED EDUCATIONAL ACTIVITY
V	Educational trip or visit	Student is on an educational visit/trip organised or approved by the College	APPROVED EDUCATIONAL ACTIVITY
W	Work Experience	Student is on an approved work experience placement	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%	
		<b>Total:</b>	<b>4026</b>	<b>3162</b>	<b>82</b>	<b>707</b>	<b>0</b>	<b>62</b>	<b>82.72%</b>	<b>93.60%</b>	



**Oxford  
Sixth Form  
College**

A NORD ANGLIA EDUCATION SCHOOL

# 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, Mr Robert Harris, 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, Melissa Tynegate 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**

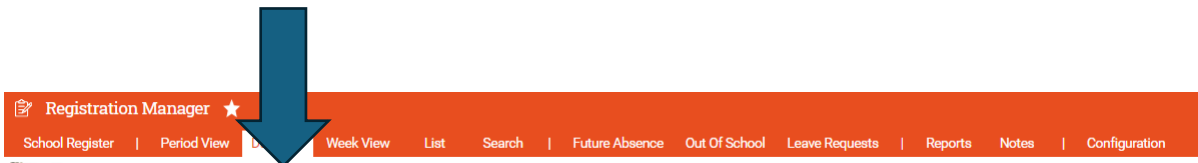
### **Monitoring attendance- guidance**

1. Log in to isams

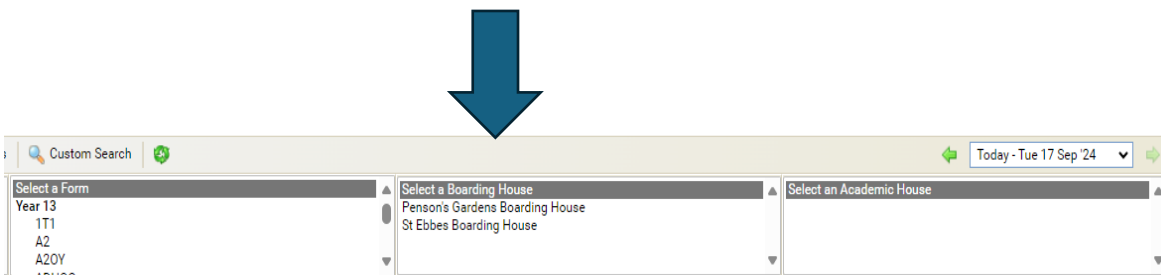
2. Click on Registration Manager



3. Click on Day View



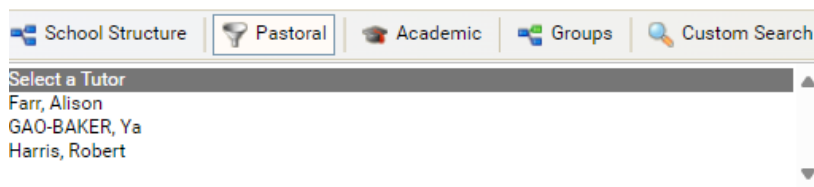
4. Select Boarding House (for the Heads of Houses/ Boarding Team)



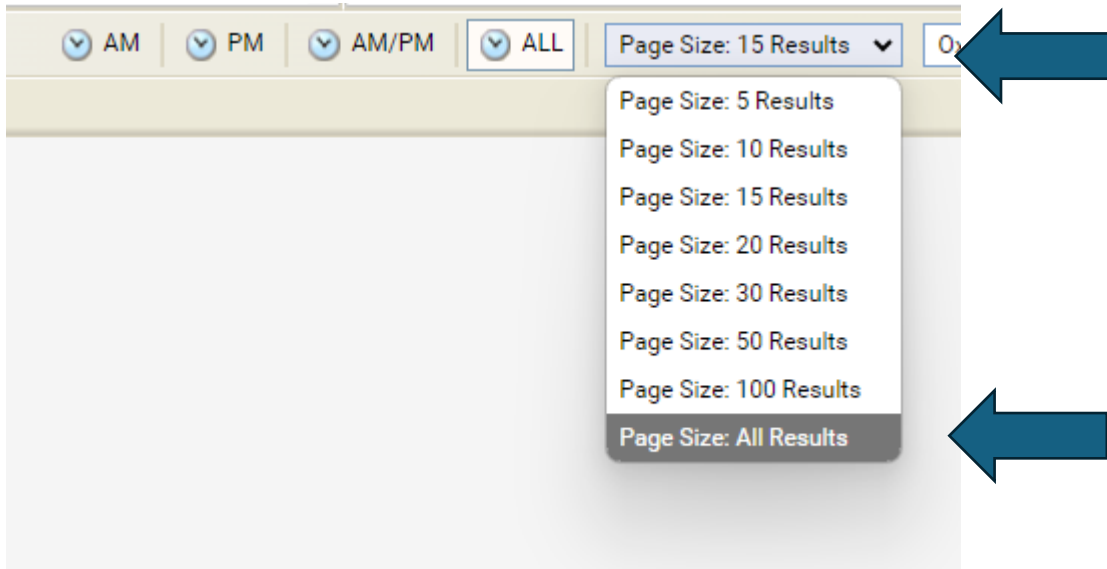
**OR Select a Year to view attendance per Year group**



**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	/	/	/		
---	---	----	----	--------	---	---	---	--	--

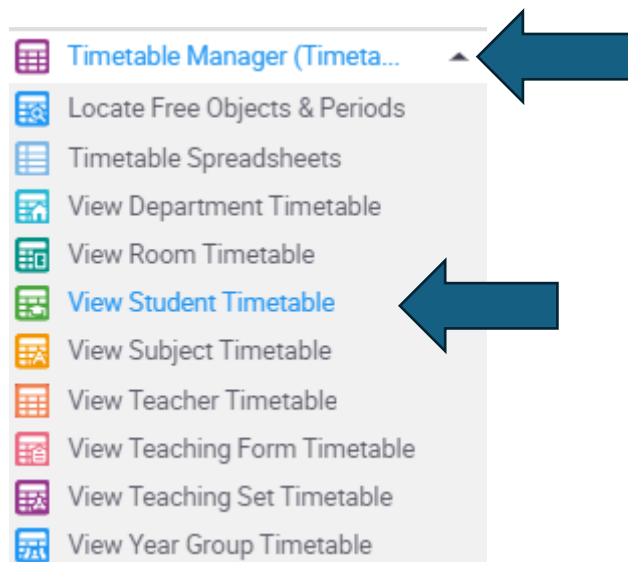
- Red or Purple- absent

 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:**

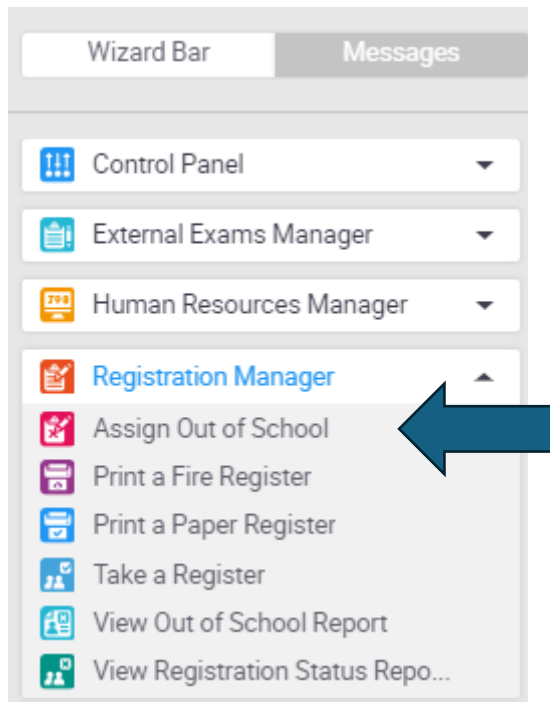
A student is absent, you texted them or called etc:

- 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 (whatever reason they say e.g. 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: e.g. M (medical appointment), C (Leave of absence for exceptional circumstance, authorised), S (study leave).

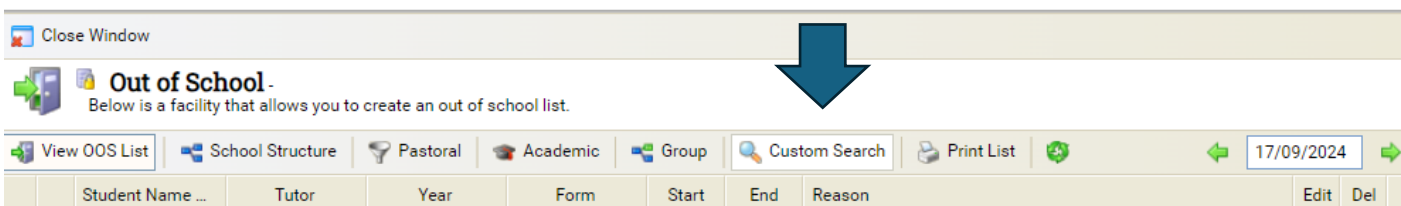
**9. To update the mark on the register follow the process below:**

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

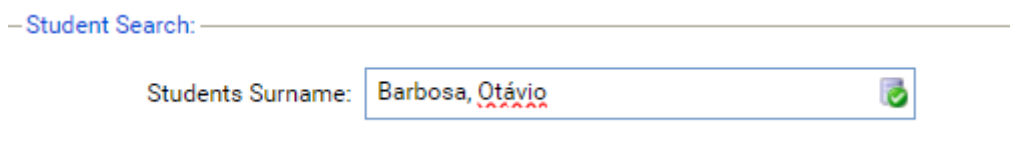




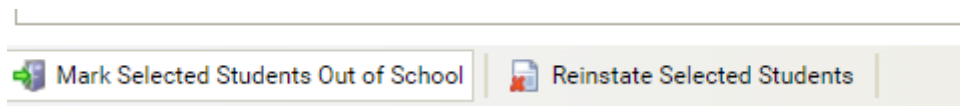
- A. Click on Custom Search (if the student is not already in the list)



- 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. Servi 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 collegi		
Bouwer, Frederic	HAR001	11	Pre-A	08:45	09:30	O - Unauthorised Absence - Was sat in common room as dia		
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 - All to call Dad		
Xue, Haoren (Ton...	HAR001	13	A2	13:15	14:45	O - Unauthorised Absence - Did not attend lesson. No respor		
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 respor		

- 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: AM PM All Day

**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. Rob Harris contacted the student and he did not respond, or Rob Harris 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.