



OXFORD
TUTORIAL COLLEGE

Attendance Policy

Revised July 2017
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ATTENDANCE

OTC expects students to have 100% attendance. 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 and their parents and guardians should be very aware of this and should do everything possible to ensure attendance is excellent.

Any reference the College is asked to give for a student might make reference to 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 in the UK on a Tier 4 Student Visa are legally obliged to attend all of their classes. Failure to achieve an acceptable standard may lead to the student being required to leave the UK and the visa being cancelled. Please see Appendix 4; Tier 4 Induction Contract which needs to be understood and signed by every student on a Tier 4 visa.

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

1. BACKGROUND

All students have timetables. These are produced weekly and are emailed to students. Students must check their timetables weekly as these may change weekly.

The expectation is that students attend all of their classes, including any supervised study sessions marked on the timetables and any meetings with their Personal Tutor.

2. REASONS FOR NOT ATTENDING:

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 Behavior 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, an adult must phone the College. This can be the Residence Supervisor, a member of the host family or parent/guardian. It is not acceptable for the student to call in themselves and never acceptable for another student to bring in a message. If this procedure is not followed the student will be marked with unauthorised absence. We accept if a student is with a Host 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 confirm details with the Host family.

Permission from parents or guardians: If a parent or guardian requests permission for a student to miss lessons this must be done through the Academic Director and must be done in advance. It is not acceptable to email the College after the absence has happened. It is essential there is a discussion about absence. If this procedure is not followed the student will be marked with unauthorised

absence.

If this request comes from an Agent OTC will still require permission from the parent – unless the agent is also the guardian. If this does not happen 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. This may be treated as an authorised absence, but it depends on the circumstances. The decision on whether this is authorised or not is made by the Academic Director.

Leaving early at the end of term and arriving back late after term starts: Term dates are clear and are published at the beginning of the year. Students are expected to be in the College to the end of terms and to arrive back for the beginning of terms. Any request from a parent or Guardian to leave early or return late will be considered by the Academic Director or Student Services Director. The basic rule is that permission will not be given unless there are very particular reasons. It should be expected that any absence at these times will be marked as unauthorised absence. Any lessons missed through leaving early or returning late will not be made up. All students must submit their leaving and arrival dates to the Accommodation and Welfare Officer at least one week before leaving. **Please be aware that Tier 4 students risk breaching their visa rules if they leave early or return late to College without authorisation.**

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

3. THE PROCESS

If a student (or their parent or a responsible adult), depending on the age of the student, calls in to notify the College that they are going to be absent for the day, Reception will add the name to the day's list of absentees and will email the relevant tutor and the Attendance Officer at: absence@oxfordtutorialcollege.com

A class register is taken electronically within 15 minutes after the class begins on Celcat. If a student is late, they will be marked as such. If a student is not in the class at that time the register is taken they will be marked absent. If they subsequently arrive in class they will be marked late using the appropriate 'late code' (See Appendix A). If a student arrives after half the class has been completed they will be marked as unauthorised absence. A note should be made that they were 'present' but had arrived too late to be recorded as such. Any authorised absences will generally already be recorded. Any unauthorised absences which later become authorized will be amended by the Attendance Officer.

The Attendance Officer will log the reason for the absence onto the database and any action taken will be logged on the student record on the database.

Unless it is clear that a student is going to be absent all day (following the initial phone call) tutors are expected to attend their various classes as timetabled. A student missing one class does not necessarily mean they will miss any subsequent classes.

If the PC is not working an alternative method to relay the information should be sought, such as: for GCSE students a message to reception in KES; for Cambridge Terrace, a note to reception; for Alfred Street, a note to the Progressions Officer or the Librarian; for the Annex, the nearest alternative computer which might be the staff room. It might be a quick call to Reception is the best method. It is the tutor's responsibility to ensure there is a completed register for every timetabled class (one to one and groups).

The Attendance Officer will collate the information on the database.

The Attendance Officer will telephone absent students to try and find out the reason for any absence. This call will be recorded in the student record on the database.

If a student is absent and cannot be contacted by phone the Attendance Officer will email the student, their parent or guardian (if under 18 and if the parent or guardian is in the UK), and will copy in the PT. If the student is residing in one of the College residences, the Attendance Officer will contact the residence. If the student cannot be located the Missing Person Policy will be actioned.

The Personal Tutor will follow this absenteeism up with the student in their weekly meeting or sooner if necessary.

For students under 16 and in GCSE programmes an additional register is taken twice a day – at 08.45 and immediately after lunch. The students are asked to sign in at Reception in KES. Any unauthorised absence from a student under 16 and GCSE will involve an immediate phone call to the host family/residence supervisor/parent or guardian. Any unexplained absence will evoke the Missing Person Policy to be actioned.

The Attendance and Welfare Group meets weekly. This is made up of the Attendance Officer, Accommodation and Welfare Officer, PT Coordinator, Student Services Director and Admissions Officer (AO). The purpose of this group is to look at data regarding attendance for the previous week and to consider what action is appropriate to take. It is to highlight any welfare issues which might be related to attendance and ensure the pastoral side of the College is sharing with the academic team and vice versa. The group also use the meeting to track students who are on a Tier 4 visa identifying patterns of absence, number of absences and, with all absences, follow up concerns.

The Attendance and Welfare Group keep a list of students who have poor attendance. This is called the 'Student Cause for Concern list'. Students are added to the list when they have three or more consecutive absences. This list is drawn up and updated following the Attendance and Welfare Group weekly meeting.

This list is circulated (as the minutes of the meeting) to PTs, Academic Managers (AMs) SMT and the safeguarding team. The list is annotated with recommended actions, decided on by the Attendance and Welfare Group.

Students who are removed from the list following an acceptable and sustained level of improved attendance, usually two to three weeks, will be advised by their PT that this is the case, and this information will be advised to the AMs. A note will be made on the attendance listing on the database by the Attendance Officer.

PTs are sent a weekly list of all absences and will use this in discussions at PT meetings to help identify any patterns of behavior. Information is available to the PTs (including SEND and other information) which provides a fuller picture.

4. RESPONSE AND SANCTIONS

The sanctions imposed are in line with the sanction in the Promoting Good Behavior policy. If an unauthorised absence is evidenced this will prompt the following actions:

Step 1

The PT will coordinate with the subject tutors to try to find out if there is any consistent reason to the absence/s. The tutor or PT will then speak with their tutee and record the conversation in PASS and provide feedback to the Attendance and Welfare team. The first level of sanction is therefore being spoken to by a tutor or member of the College staff.

If the student is on a Tier 4 visa the PT will inform the Admissions Officer stating clearly the number of absent days. Subsequently the Admissions Officer will be alerted by the Attendance Officer of each daily absence. If the student is absent for a fifth consecutive day then the SSD and Admissions and Compliance Manager (ACM) will be informed immediately. The SSD & ACM will immediately take steps to see the student and proceed to whichever stage is most appropriate.

In all cases the PT or Admissions Officer (Tier 4 students only) will inform the parents/guardian/agent using the letter templates in Appendix 3 and/or host or Residence Supervisor. It is at the discretion of the PT and AO to decide when and which letters should be used.

Step 2

If a student has been spoken to on three separate occasions by a tutor or member of staff, the tutor or member of staff should report this to the student's **Personal Tutor (PT)**, who will discuss the problem with the student and reinforce the discipline. It is important that the PT keeps the Admissions Officer (Tier 4 students only), parents/guardians or Agent informed at all stages and ensures that all incidents and actions are accurately recorded on PASS. The Admissions Officer will monitor the progress with the Personal Tutor.

Step 3

If a student persists in poor attendance or punctuality the PT will take the student to meet the **Personal Tutor Coordinator**. The student will be given a set of targets to meet and will be put on report for a week (Appendix 2). This will be reviewed after one week and may be continued for a second week if necessary. The student may be required to attend supervised study in order to catch-up with work during this time. A follow-up meeting of PT Coordinator, PT and student will assess whether there has been an improvement, in which case they will resume their normal studies, or whether further action is required.

Step 4

If further action is required, parents, agents and guardians will continue to be kept informed using the letter templates. The PTC will liaise with the Academic Manager as to when/if to escalate the sanction to The Student Services Director or the Academic Director to consider suspension—temporarily. Any consideration for suspension will be authorised by the Principal and at this point external communication will be undertaken by the AD, SSD or Principal. The Programme or Curriculum Manager will meet with the student keeping the student on report and monitor daily.

Step 5

If there is no improvement the Academic Manager will provide the Academic or Student Services Director with the details of the absences. The Director will meet with the student and the Academic Manager and issue a warning to the student.

The next steps will depend on the student, their background and attendance history.

- a. If the parents are in the UK it may be they are invited to a meeting at this point to discuss the situation
- b. If attendance is very poor it may be decided by the SSD and AD that there should be a meeting with the Principal. The Principal will see the student, recorded in PASS, and inform the parent/agent of the meeting
- c. The Principal will decide on an appropriate response which may include permanent exclusion or a student may be timetabled to attend supervised study in the library in addition to classes. Any classes missed during any unauthorised absence will not be made up.

If a student is permanently excluded the terms and conditions published by the College will apply. In principle these state that no missed classes will be made up and fees remain payable.

- d. The College (and specifically the Principal) reserves the right at any time to inform the UKVI if a 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.

It should remain clear to all through any sanctions process (see Promoting Good Behavior 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.

Appendix 1

Register codes

Code	Description	PASS Category
/	Present (am)	PRESENT
\	Present (pm)	PRESENT
L	Late	PRESENT
£	Exam	PRESENT
&	Induction	PRESENT
I	Illness	AUTHORISED
C	Other authorised circumstances	AUTHORISED
M	Medical/Dental Appointment	AUTHORISED
H	Family Holiday (agreed)	AUTHORISED
F	Extended Family Holiday	AUTHORISED
R	Religious Observance	AUTHORISED
E	Excluded	AUTHORISED
S	Study leave	AUTHORISED
!	Session re-scheduled	IGNORED
#	School Closed	IGNORED
Y	Enforced Closure	IGNORED
Z	Pupil not on roll	IGNORED
@	Course completed	IGNORED
X	Untimetabled sessions for non-compulsory school-age pupils	IGNORED
\$	Suspended non-payment of fees	IGNORED
N	No reason provided for absence	UNAUTHORISED
U	Late (after registration closed)	UNAUTHORISED
O	Unauthorised absence	UNAUTHORISED
G	Family Holiday (not agreed/excess)	UNAUTHORISED
P	Approved sporting activity	APPROVED EDUCATIONAL ACTIVITY
J	Interview	APPROVED EDUCATIONAL ACTIVITY
B	Educated off site	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

Attendance Report



Attendance Agreement – [Student Name] – entry [Date]

Oxford Tutorial College will provide the most appropriate tuition and support available for the planned programme of study *[Name of programme]*. The College will provide teaching, tutoring, resources, equipment and facilities where appropriate to enable students to achieve their full potential.

By accepting your place at the College, you agree to the following:

- I will complete all my tasks and assignments by the agreed deadlines
- I will have 100% attendance (unless ill, in which case I will provide a doctor's note and notify the college by 9am on the day of absence)
- I will be punctual to all lessons
- I will attend my weekly Personal Tutor meeting.
- I will notify the College immediately if I change my address, email and/or telephone number/s.
- I will behave respectfully at all times towards members of staff, tutors and other students.
- I will not engage in any activity which is likely to bring the reputation of the College into disrepute or affect the safety of myself or other people.
- I understand the fee payer 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

OTC. My attendance and performance will be reviewed at *[Insert Date]*. If I have not met the terms of this contract, I could immediately be told to leave the college. If my studies do continue, then my attendance and performance will again be reviewed at the end of *[Name of term]* term with the same consequences for any breach of this contract.

Student:

Signed _____ Date _____

Print Name _____

On behalf of Oxford Tutorial College:

Signed _____ Date _____

Print Name _____

Appendix 3

Letter templates

These are primarily for use with Tier 4 visa students, however staff may adapt them for general use. Any letter sent to a student must be saved on PASS.

Letter/Email 1

Dear

It has been brought to my attention that you are missing a lot of your lessons. Your current attendance stands at X%. Your attendance should be **100%**. We have recorded X unauthorised absences so far and many late's. Please find attached your Attendance Report for your review.

Sessions	Present	Present %
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Unauthorised absences are not permitted and this will be noted as on your records. As you are a visa student we have to list all non-attendances and the reasons.

So that you are aware, we are closely monitoring your attendance on daily basis to ensure you are not in breach of your visa conditions.

If further absences will be recorded I will have no option but to contact your parents and report you to UKVI.

In the future please contact Rhian our Attendance Officer on Absence@oxfordtutorialcollege.com well in advance to notify of your absences.

Please heed this advice and please do not miss any more lessons.

Best wishes

[Name]

Letter/Email 2

Dear

I note that your attendance at college has still made no significant improvement and currently stands at X%.
I enclose your attendance report.

Sessions	Present	Present %
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Your tutors will be keeping a close eye on your attendance as we are obliged to report all your absences to UKVI as you are a UK visa student and it is your duty to attend all lessons. Therefore I would like to ask you to strive for 100% where possible and please do not miss any more lessons.

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

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

Best wishes

[Name]

Letter/Email 3

Dear

I am writing to you because your attendance has dropped below 90% this school term (X 201X).
I enclose your attendance report and your current attendance percentage (see below)

Sessions	Present	Present %
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Good attendance at College is linked to your 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. Please note your tutors are monitoring your attendance for every class.

We appreciate that 90% may appear to be a good level of attendance but we strive for 100% where possible. We are therefore keen to explore how we can help you to improve your attendance.

To remind you again, you are studying in the UK on a Tier 4 visa. Specifically, this is a student study visa and the conditions of this visa state that you must attend all lessons.

Please heed this advice and please do not miss any more lessons.

Best wishes

[Name]

Letter/Email 4

Dear

Following routine monitoring of all students attendance at school, it has been identified that your attendance is below X%. Your current attendance is of significant concern despite intervention from a range of staff and currently stands at X%. I enclose your latest attendance reports.

Sessions	Present	Present %
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We hope that by bringing this to your attention you can gain the greatest benefit that you can from your education, by regular school attendance from now.

To remind you again, you are studying in the UK on a Tier 4 visa. The conditions of this visa state that you must attend all lessons. I must point out that if there is no improvement in attendance you could become expelled from the College.

Please attend your lessons, study well and do the best you can but at the same time do take breaks, meet friends, sleep and rest well. It is also important to have a healthy diet and avoid junk and fatty food. Drink enough water and juices.

Please keep coming to College every day!

Best wishes

[Name]

TIER 4 INDUCTION CONTRACT

Student First Name

Student Last Name

As Tier 4 Visa holder, it is essential that you comply with the conditions of your visa whilst you are with us in the UK. Please read below and sign to confirm that you understand the following:

Attendance/Course

You must have a minimum of 80% attendance;

If you are going to be absent from class, inform your Attendance Officer;

If you are unwell and unable to come to school, call the school 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 printed directly on your Tier 4 visa.

Police Registration

If you need to register with the police you will find indication on your visa. Please check immediately, registration is within 7 days from entry in the UK.

Holidays

You will find your holiday dates on the website. You must not take holiday outside these dates;

If you need to take a holiday outside these dates, please inform relevant staff at least 4 weeks in advance. You must not take holiday if you have not arranged it with the school.

Changes to your course

the school will help you with the visa extension process, providing you are attending school and 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 are obliged to advise us immediately about any changes to your accommodation and contact details. Please let us know if you change e-mail address or mobile number.

If you are in accommodation that is not provided by the school it is your responsibility to communicate us the address details and any change of address.

Signed

Date