

## Attendance Policy

OIEG Oxford International Education Group	03981
Name of Institution	Institution Number
<b>7<sup>th</sup> February, 2022</b>	<b>4<sup>th</sup> November, 2024</b>
<b>Attendance Policy</b>	
Name of Policy	Revision Date
	Effective Date

1. The minimum attendance requirements for students are as follows:
  - Students must attend classes regularly and maintain an attendance average above 80%.
  - Students who are more than 10 minutes late must wait until after break to enter class
  
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - Students who regularly miss class may lose the right to attend the class they have been missing.
  - Truant students must speak with the Academic Director in order to be allowed to attend further classes.
  - If a student is absent for more than 9 consecutive school days without notifying Oxford International, they will be classified as having dropped out.
  - Students who have less than an 80% attendance average may not receive a certificate
  
3. The process by which students must report an absence is as follows:
  - Adult students must contact the Academic Director by email ([ncarmo@oxfordinternational.com](mailto:ncarmo@oxfordinternational.com)) or call the school directly at +1 604-688-7942 to inform the school that they will be absent.
  - Students wanting to take a vacation must submit a request 4 weeks in advance of the intended vacation start date and are subject to a change fee if they want to extend their studies to make up for their vacation time. Students may take a 2-week (10 business day) holiday for every 12-week term of study.

### Minors 18 and under:

**Vancouver (Head Office)** 250 – 815 W Hastings St, Vancouver BC V6C 1B4 +1 (604) 688 7942

**Toronto** 220 – 111 Peter St, Toronto ON M5V 2H1 +1 (416) 542-1626

**Halifax** 1256 Barrington St, Halifax NS B3J 1Y6 +1 (902) 491-1525

[canada@oxfordinternational.com](mailto:canada@oxfordinternational.com)



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## Attendance Policy

- Students must attend all classes unless they are ill. In the event of illness student's host family must call the school to notify the staff of their condition.
- If a student is under 16 years of age, they must receive permission from Oxford International Canada staff to leave the school building at any point during the day.
- 3. If a student is under 13 years of age, they must have supervision while travelling to and from school.

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