

# Oxford International English Schools: Attendance Policy

*This is a summary of our policy. The full policy is available from the School*

We understand students are in the UK studying for a number of different reasons. We believe the best way to benefit from studying with us (and to learn as much English as possible) is to attend fully. We accept there may be circumstances where this is not possible (for example illness). This policy explains what we expect.

## We make clear to all students that we expect a minimum of 80% attendance

All students are expected to attend at least 80% of their course. Any student who does not attend a minimum of 80% of the course will not get a Certificate of Attendance at the end of their course. This information is given to students:

- at induction
- through posters in classrooms and around the school
- by their teachers
- by the school where attendance is approaching 80%

## We make clear to all students how their attendance may affect their visa status.

The visa status of a student may be affected by incomplete attendance. This policy explains clearly who this affects and what the circumstances are.

Any student on a non-EU visitor (or extended visitor) visa who does not attend 80% of the course has broken the conditions of their Visa and the UK Border agency will be informed.

Students studying with us who have Tier 4 visas have very strict attendance requirements, these will be made clear to each student at their induction. Any failure to follow these rules will lead to the course being cancelled and the student having to leave the country.

## We make clear the circumstances where absence is accepted

The policy makes clear the difference between Authorised Absence and Unauthorised Absence, and the procedures we expect students to follow in each case. The policy will explain what the results of failing to attend to a satisfactory level are and in what circumstances we may ask a student to leave their course.

## We make clear what our expectations are for children (any student under 18)

We are legally responsible for any students under 18 for the time they are supposed to be in class, and so have particular responsibilities for ensuring they attend fully. The policy will make clear how we will work with students of this age.

We have a system in the school for keeping up to date attendance records, students can ask for details of their attendance at any time.

We are mindful of our responsibility to protect personal data and consider attendance information to be personal data. We will not share information about attendance with any 3<sup>rd</sup> parties except where we are required to do so by law (for example if a student is studying with us on a visa). If we receive any requests to share information on attendance we will in general discuss this with the student first and only share such information with their permission. For details of where we may share this kind of personal data please look at our Data Sharing Policy.