EF ACADEMY

International
Boarding Schools

OXFORD ATTENDANCE POLICY 2026-27

Origins:	EF Academy Oxford Attendance Procedure
Document Purpose:	To promote student responsibility for effective learning and maximize attendance for each student and the School as a whole.
Related Documents and updates:	IB and A Level Handbooks EF Academy Oxford Student Handbook - June'20 (Mark Fletcher-Single): additional information and details of relevant procedural changes to incorporate the development of our COVID-19 Policy - Aug.'21 (Mark Fletcher-Single): developments to reflect the School's leadership restructure during academic yr. Aug.'21 to Jul.'22. - Nov. '21 Assistant Head review with working. party: introduced new rewards for positive attendance, updated process of taking and monitoring attendance, roles and responsibilities of roles reviewed and developed. - Policy also reviewed and developed to reflect the School's extended period of leadership restructure during academic yr. Aug. '22 to Jul'23. - Jul.' 22 Reviewed by Head of School and Operations Manager: Manager of Visa Compliance Officer. - Jul. '24 Reviewed by SLT, significant change to Appendix 1 and 2 – some change in staff expectations as a result - Nov.'24 Appendix 3 added, Visa Compliance Officer role updated. - Aug'25 Rewards & Penalties added, Responsibility now with DH (Academics), Visa Compliance letter updated. Student responsibilities updated. - Aug'26 Reviewed for 2026-27 operating model: boarding houses closed during the school day; daytime attendance follow-up moved to Pathway Managers; sick-bay procedures added; supervised study/booster attendance clarified; staff roles and daily attendance process updated. - Oct'26 Leadership structure updated: Principal strategic oversight clarified; Deputy Head of School designated attendance lead; Pathway Managers confirmed as responsible for day-to-day attendance management.
Date of Next Review:	January 2027

The Deputy Head of School is the School's attendance lead and is responsible for the effective operation of this policy, including oversight of UKVI attendance compliance and liaison with the Visa Compliance Officer where required. Pathway Managers are responsible for the day-to-day monitoring and management of student attendance, supported by the Academic Administrator, Boarding Team and other

relevant staff. The Principal retains strategic oversight of attendance and is involved in serious or final-stage escalations where appropriate.

AIMS

- EF Academy Oxford recognises regular attendance is crucial if students are going to achieve their potential and meet the visa requirements
- EF Academy Oxford will provide a welcoming environment for all students
- EF Academy Oxford will establish an effective system of incentives and rewards for attendance and punctuality
- EF Academy Oxford will work closely with parents, admissions and appropriate agencies to provide information advice and guidance

OBJECTIVES

- To create an environment in which students look forward to attending EF Academy Oxford and lessons
- To make attendance and punctuality a priority for those associated with the School including students, parents / admissions, and teachers
- To improve the overall percentage of attendance of students and continue to reduce the percentage of persistent absentees
- To develop a systematic approach to collating and analysing attendance data so that:
    - colleagues can readily access information
    - students can be praised / rewarded for their progress and achievements
    - parents and guardians can be quickly informed of issues
    - monitoring of individual students and groups is made easy
    - causes of absence and lateness and issues of equal opportunity can be identified
    - targets are set and reviewed for individual students, groups of students and EF Academy Oxford.

EXPECTATIONS

Principal

- Monitor the overall effectiveness of the policy and the School's strategic attendance performance.
- Give high visibility to attendance and punctuality among students, parents and staff, reinforcing the expectation that all students are on campus by 8:40am and registered in Tutor Time by 8:45am, regardless of their first timetabled lesson.
- Receive updates from the Deputy Head of School on significant attendance trends, risks and serious individual cases.
- Ensure that school systems, policies and resources support strong attendance and punctuality.
- Ensure appropriate resources are available to support attendance improvement and recognition.
- Participate in final-stage attendance decisions where a student's continuation at the School or visa sponsorship may be affected.

Deputy Head of School – Attendance Lead

- Hold operational responsibility for the School's attendance system and work towards a whole-school average attendance of at least 95%.
- Review weekly whole-school attendance data and trends, with operational support from the School Technology & Process Manager and Visa Compliance Officer.
- Ensure attendance and punctuality are reviewed through ALT/PLT, SLT and assemblies as appropriate, with students of concern reflected in UPAWS.
- Ensure attendance and punctuality are discussed in all student meetings with Pathway Managers and middle leaders.
- Lead formal attendance intervention and monitoring for students whose attendance falls below 85%, working with the relevant Pathway Manager.
- Ensure Pathway Managers lead daytime absence follow-up and intervention, with Boarding staff responsible for morning residential checks before the boarding houses close.
- Oversee attendance procedures, register compliance and the consistent application of attendance interventions and sanctions.
- Support Pathway Managers in setting attendance targets and oversee formal attendance action plans and intervention contracts.
- Monitor internal truancy and persistent absence patterns, considering curriculum, pastoral, safeguarding and other potential causes.
- Liaise with the Visa Compliance Officer on Student-sponsored students, UKVI reporting requirements and attendance auditing.
- Lead formal attendance correspondence and parental meetings at the appropriate escalation stage.

Boarding Team (morning attendance responsibilities)

- Complete morning wake-up and residence checks, using the Period 0 report and Teams information to identify students who have not arrived in school by 8:40am.
- Ensure all boarding students have left residence by 9:00am. Boarding houses are closed to students during the school day (9:00am–4:30pm), unless access has been specifically authorised.
- Refer students who are unwell or require support to the School Nurse, Boarding Lead, Counsellor or Pathway Manager as appropriate. Students who are unwell during the school day should use the designated sick bay rather than returning to residence, unless specifically authorised.
- Clearly communicate expectations for good attendance and promote strategies to achieve it.
- Work with the Boarding Lead and Pathway Managers to share relevant information about morning absence, lateness and patterns of non-attendance.
- Pass relevant attendance information promptly to the Academic Administrator so that ManageBac attendance codes can be updated accurately.

Pathway Managers (PMs):

- Take day-to-day responsibility for monitoring the attendance and punctuality of students in their cohort, including Period 0 and Absence from Class information, and follow up unexplained absence or lateness promptly.
- Speak directly with students where attendance concerns or patterns emerge, including where three or more lessons are missed in a week, and record significant interventions in Alpha.
- Contact parents where attendance deteriorates or patterns of absence emerge, and agree appropriate attendance targets or action plans with the student.
- Coordinate relevant information from teachers, Heads of Faculty, Boarding, the School Nurse and the Academic Administrator so that attendance concerns are understood and addressed consistently.
- Review students of concern through ALT/PLT, ensure significant or persistent concerns are reflected in UPAWS, and escalate serious or unresolved cases to the Deputy Head of School.
- Lead communication and support for students and families through the Attendance Monitoring Procedure in Appendix 2, under the oversight of the Deputy Head of School.

Teachers

- Record attendance on ManageBac within the first 5 minutes of each lesson, marking students as Present, Absent, or Late.
- Note missing students in the "Absence from Class" (AfC) Team each period throughout the day.
- Create engaging lessons and recognise students' contributions.
- Highlight the importance of attendance and punctuality by praising students for arriving on time and arranging for latecomers to make up lost time.
- Address unauthorised absences from previous lessons with the students involved.
- Provide assignments for students who are absent and ensure they complete the work; report any issues to the Heads of Faculty.
- Inform Heads of Faculty and Pathway Managers where attendance issues are affecting student achievement or where patterns of absence or truancy are emerging.
- Report concerns and actions taken to Pathway Managers. Significant or persistent concerns should be captured through the school's UPAWS process.
- Support attendance improvement targets set by Pathway Managers and flag subject-specific patterns or concerns promptly.

Heads of Faculty

- Ensure teachers complete attendance registers and follow up on any missed entries.
- Identify patterns of student absence, considering the impact of the curriculum and other potential causes.
- Regularly review and monitor student attendance, taking active measures to address poor attendance through Faculty sanctions.
- Ensure that attendance is a regular agenda item in meetings.
- Host a weekly detention (on rota) to meet with students who have persistent absences to subject classes.

Visa Compliance Officer

- Ensure compliance with visa regulations by conducting thorough documentation checks, issuing and withdrawing Confirmation of Acceptance for Studies (CAS), and maintaining accurate records of arrivals, CAS issued/withdrawn in liaison with the Deputy Head of School and Director of Admissions.
- Prepare invitation letters for visa purposes for colleagues abroad or students' families as required.
- Ensure that international students meet the attendance requirements as outlined by UKVI regulations in liaison with the Deputy Head of School.
- Keep detailed and up-to-date records of attendance for all students on a visa.
- Report any absence of 10 consecutive contact points to UKVI within the required time frame in liaison with the Deputy Head of School and Director of Admissions.
- Notify UKVI where a student fails to academically engage with the course after intervention measures have been put in place by the School. These measures are outlined in Appendix 2 and as agreed in the signed Visa Agreement (Appendix 3). This will be undertaken in liaison with the Deputy Head of School.
- Ensure attendance records are audit-ready, organised in a way that demonstrates adherence to UKVI requirements.
- Be part of regular internal audits to identify and address any gaps in attendance records or reporting processes in liaison with the Deputy Head of School.
- Follow up on student concerns in liaison with the Deputy Head of School according to the procedures outlined in Appendix 2.

School Nurse

- Update the 'Absence From Class' (AfC) Team with student names, times and reasons for medical absences so that teachers and the Academic Administrator are aware.
- Record medical visits and authorised medical leave in Orah as appropriate. The Academic Administrator will update the corresponding attendance code in ManageBac.

Academic Administrator

- Pull the Period 0 report from ManageBac after Tutor Time and share the list of unaccounted-for students with the Boarding Team and Pathway Managers via Teams (Appendix 1).
- Record absences accurately, noting whether they are authorised or unauthorised, to ensure the school can demonstrate compliance during audits.
- Update attendance codes on ManageBac for medical leave, authorised absence, trips and other approved reasons, based on information received from the Nurse, Pathway Managers and Boarding Lead.
- Send daily reminders through ManageBac to teachers who have not completed registers and inform the Deputy Head of School where registers are repeatedly incomplete.

Students

Visa-sponsored students must comply with UKVI attendance requirements, which include regular in-person attendance. EF Academy must monitor attendance and take action for non-engagement, which may lead to withdrawal of visa sponsorship and removal from the school.

For UKVI attendance-monitoring purposes, EF Academy Oxford monitors all compulsory academic and pastoral activities as expected contact points. These may include Tutor Time, lessons, examinations, supervised study, booster sessions and required meetings. Where a Student-sponsored student misses 10 consecutive expected contact points without reasonable permission, the School will take the appropriate action in accordance with current UKVI sponsor guidance.

- Attend all timetabled activities, including Tutor Time, lessons, supervised study periods, booster sessions, Pathways Support, examinations and other compulsory academic activities.
- Maintain an average attendance of 95% or higher each week.
- Follow school procedures when arriving late.
- Keep appointments with school staff and inform the school of any absences following handbook procedures.
- Inform the School Nurse, Boarding Lead and/or Pathway Manager promptly if you are unable to attend because of illness or another significant reason, following the procedures in the Student Handbook.
- Check school emails regularly and respond to attendance-related concerns promptly.
- Promptly make up for any lost time due to absence or lateness.
- Communicate ongoing issues affecting attendance.

Additional Responsibilities for Boarding Students

As boarding students, all individuals are expected to ensure their movements are accurately and promptly recorded to comply with both safeguarding and UKVI regulations. Students must provide complete travel information in Orah before leaving or returning to the UK. This includes travel tickets bearing the student's full name and confirming both exit and re-entry dates. If a student intends to leave campus and remain within the UK, they must submit the full address and a contact telephone number of where they will be staying. Accurate record-keeping is essential for school safeguarding obligations and to ensure compliance with visa regulations.

Boarding houses are closed to students from 9:00am until 4:30pm. Students must remain in the academic/student areas of campus during this time unless specific access has been authorised.

Students who feel unwell during the school day must report to the School Nurse or Boarding Lead and use the designated sick bay if rest is required; they may not return to their bedroom unless specifically authorised.

Year 1 students must attend compulsory supervised evening study from 7:30pm–9:00pm for at least the first six weeks of the academic year. Attendance and punctuality are expected in the same way as for other compulsory school activities.

Everyone should…

- Encourage students to leave residence with ample time in the mornings.
- Ensure students provide explanations for absences and notify the school if they will be late past 8:40am.
- Discourage non-emergency medical appointments during lesson times.
- Discourage holidays during term time.

Rewards & Penalties

We believe in recognising excellent habits and giving clear, fair consequences when support is needed. This framework operates on a six-week (half termly) review cycle.

Rewards

- 100% attendance with zero lateness – 30-minute curfew extension on a Friday of the student's choice.
- Top tutor group attendance – Breakfast treat for the winning group and their tutor.

Penalties and Consequences

If attendance or punctuality falls below expectations, the following measures will be implemented to support improvement:

- Missed tutor time once or late twice in a week → Friday morning detention (08:30–09:00) in the Pathway Hub.
- Late by 5+ minutes to 2 or more lessons in the same subject in a week → Lunchtime detention (12:15–12:45) with the subject teacher on a day of their choosing.
    - Students are not permitted to eat during detention.
    - Lunch is to be taken after the detention has been completed (12:45–13:15).
- Missed teacher detention → Escalates to Faculty detention on Wednesday (16:30–17:30).
- Missed Faculty detention → Escalates to SLT detention on Friday (16:30–18:30).

- Missed SLT detention → Student will be gated on Friday evening and may be required to complete additional supervised study in the 'Goldfish Bowl' (study room opposite Reception), alongside any further consequence agreed by SLT.

Detention Guidelines:

- No phones – devices must be turned off and put away before entry.
- No food – students should eat before or after the session.
- Students must bring schoolwork (homework, revision, or reading).

Students requesting Authorised Absence from School

Students requesting an absence from school should initiate their request with their Pathway Manager. The Pathway Manager will then seek confirmation from the Deputy Head of School. Authorisation requires appropriate supporting documentation. Absences not supported by valid evidence will be recorded as unauthorised on ManageBac by the Academic Administrator following confirmation from the Pathway Manager.

Once approved, students must use the Orah App to request a Pass for leaving campus, missing lessons or other scheduled activities. The Pathway Manager confirms the authorised absence and the Boarding Lead/Boarding Team manages the corresponding Orah Pass. The Academic Administrator updates ManageBac attendance as required.

There are several reasons why a student may need authorised absence, including:

- University admissions, such as admissions tests, interviews, and school-arranged practice interviews
- Academic extensions, such as trips to university departments organised by the school
- Visa or medical-related issues
- Examination completion
- Bereavement of a close family member
- Medical appointments, visa appointments, police checks, and other necessary appointments
- Negotiable reasons to tie in with school assessments (e.g. IELTS test)
- Issues related to military service

It is important to remember that AUTHORISED absence may keep students "in the green", but they will still miss hours of lessons, and this may affect a students' final examination performance. Please inform students that they should make every effort to catch up work missed.

Appendix 1: Daily Attendance Process

Time	Who?	What?
7:30am	Students	Students expected to get up, get dressed and go to breakfast
8:00am	Boarding Team	HPs wake students who are on the agreed wake-up list. All students must be in school by 8:40am regardless of whether they have a taught lesson, study period or booster session.
8:45am	Tutors Academic Administrator	Tutor Time begins at 8:40am. Tutors take the register on ManageBac by 8:45am and ensure boarding students have tapped the tile. Academic Administrator pulls the Period 0 report from ManageBac and shares unaccounted-for students with the Boarding Team and Pathway Managers via Teams.
8:50am	Boarding Team	Boarding Team completes a final sweep of the residential buildings to ensure all students have left residence. Boarding houses close to students at 9:00am. Pathway Managers begin in-person follow-up with students shown as absent on the Period 0 report.
9.00am	Teachers School Nurse Academic Administrator / Pathway Managers	Teachers register each class within the first 5 minutes and add missing students to the 'Absence from Class' (AfC) Team each period. School Nurse updates AfC where a student is on medical leave or attending the Nurse. Students needing to rest during the day use the designated sick bay; they do not return to residence unless specifically authorised. Academic Administrator updates ManageBac attendance codes. Pathway Managers follow up unexplained daytime absence.
9:30am	Academic Administrator	If a student remains unaccounted for, the Academic Administrator alerts the Pathway Manager through the Daily Attendance Check on Teams. The Pathway Manager coordinates follow-up and escalates to the Deputy Head of School where the concern remains unresolved or is significant. The Boarding Lead supports where residential or safeguarding information is required. Safeguarding procedures are followed where a student's whereabouts cannot be confirmed.
Teachers must challenge students who were absent from a previous lesson and keep the Pathway Manager informed of relevant concerns.		

After 9:00am, routine attendance follow-up is led by Pathway Managers. Boarding staff remain available for safeguarding or residential information where required; serious or unresolved concerns are escalated to the Deputy Head of School.

Meetings	
Pathway Managers	Pathway Managers review attendance and punctuality for their cohort each week, follow up unexplained absence and patterns promptly, and log significant interventions on Alpha. Students of concern are reviewed through ALT/PLT; significant or persistent concerns are reflected in UPAWS and escalated to the Deputy Head of School.
Heads of Faculty & teachers	HoFs to review and monitor their students' attendance and actively respond to those with poor attendance. HoF to hold weekly detentions (on rota) as a consequence for poor attendance.
SLT	The Deputy Head of School reports significant attendance trends, risks and cases to SLT as required. The Deputy Head of School leads a formal attendance review at the end of each half term (approximately every six weeks), with Pathway Managers accountable for follow-up actions. Principal awards recognise 100% attendance.
Visa Compliance Officer / School Technology & Process Manager	Weekly attendance data is prepared and checked for UKVI compliance and is available to support ALT/PLT and UPAWS review.

Appendix 2: Attendance Monitoring Procedure

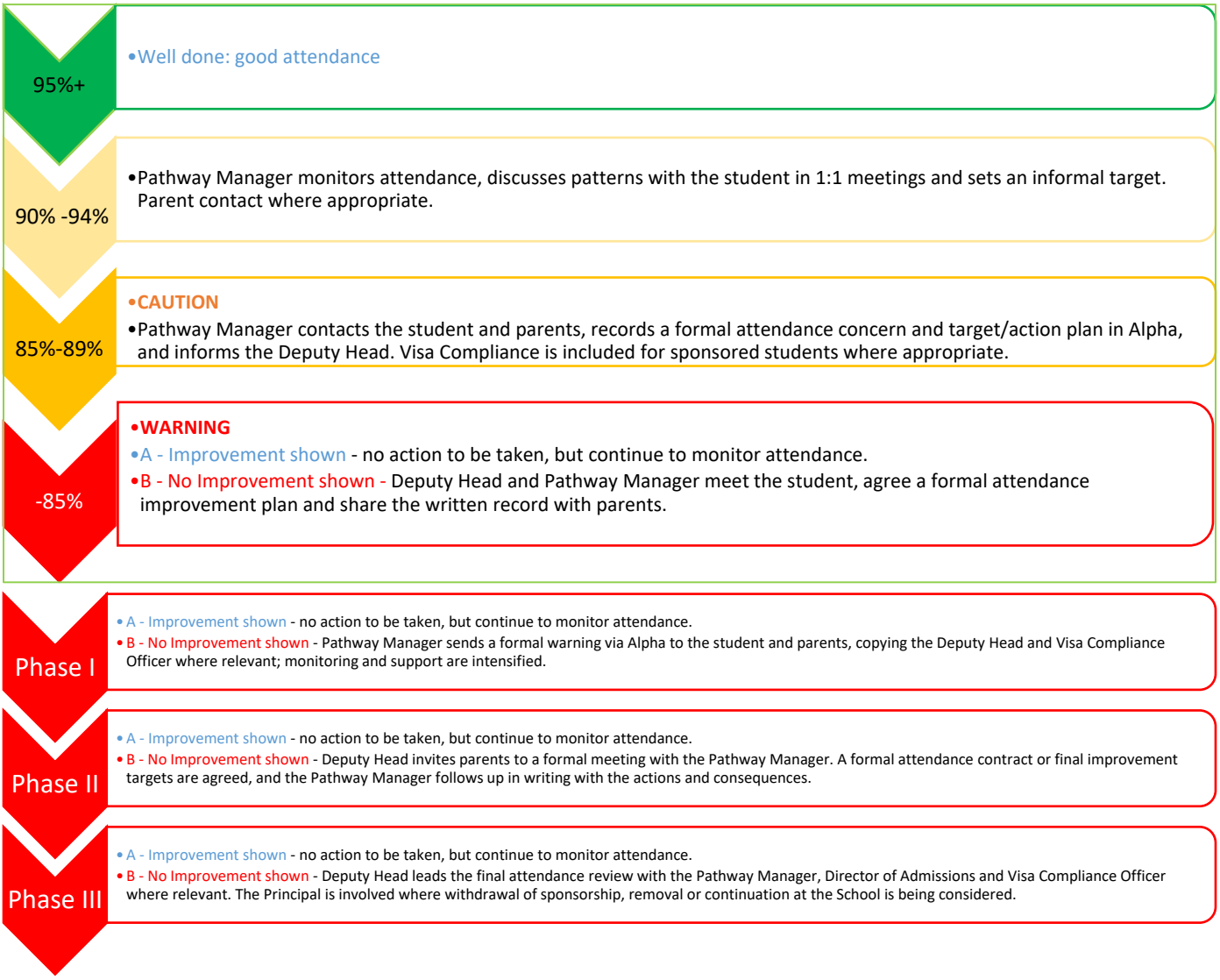
Pathway Managers will review the attendance of students in their cohort each week. The Deputy Head of School has oversight of whole-school attendance data and ensures concerns are reviewed through the relevant ALT/PLT processes and escalated as appropriate.

All students are expected to maintain a school weekly attendance rate of at least 95%. Medical leave and authorised absence remain recorded as absences and are included in the calculation of a student's overall attendance rate.

Students sign a visa agreement letter confirming this upon arrival (Appendix 3).

Students who miss studies for an extended period will receive instructions to re-engage within a set timeframe. Failure to comply may result in a withdrawal of sponsorship.

The attendance action flow chart for lessons: for students



The school requires a minimum of 95% attendance with evidence to support absences. All warning letters, meeting minutes, or documents provided by parents e.g., medical notes to be logged and uploaded on Alpha, which may be requested by UKVI.

Appendix 3: Visa Agreement Letter

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Student Visa Agreement (to be signed and dated by the student on arrival on campus.

In our ongoing commitment to providing a conducive and compliant environment for all students, we wish to emphasize the importance of adhering to the rules and regulations outlined by the UK Visa & Immigration (UKVI). To facilitate a smooth and successful experience during your time at our school, please pay particular attention to the following key points:

1. **Visa Status:** Regularly review and ensure that your visa documentation is current and aligns with the stipulations of the UKVI. For any concerns or queries regarding your visa status, kindly reach out to the Visa Compliance Officer for assistance.
2. **Attendance Requirements:** You are expected to maintain an attendance rate of at least 95% to support your academic progress. This is the School's attendance expectation and falling below this level will result in monitoring and appropriate intervention.

   For students sponsored under the Student route, the School also has specific UKVI reporting responsibilities. If you miss 10 consecutive expected contact points without reasonable permission, this may result in the withdrawal of visa sponsorship and a report being made to UKVI. All absences must therefore be reported promptly and supported by appropriate evidence where required.
3. **Holidays** should be only taken during the published school closure dates and leave taken outside of this period will be recorded as unauthorised absence.
4. **Attendance Monitoring Process:** The school employs a systematic attendance monitoring process to comply with immigration regulations. Regular tracking of attendance records is conducted, and any concerns or irregularities will be addressed promptly.

   If you are unwell and unable to attend classes, it is important that you contact the School Nurse or Boarding lead and permission must be sought to receive an authorised absence.
5. **Prompt Reporting of Absences:** In the event of an absence, it is imperative to report it promptly to the school office. Failure to report absences in a timely manner may impact both your academic progress and your visa status. Extended periods of sickness, i.e. 5 or more days will require a medical certificate. Extended absence without permission for 10 consecutive contact points will be reported to UKVI.
6. **Voluntary or paid work** – As a Student visa holder sponsored by a private education provider, you are not permitted to undertake paid employment or voluntary work.
7. **Conduct:** Uphold the school's code of conduct, respecting the laws and cultural norms of the United Kingdom.
8. **Notification of Changes:** Notify the school promptly of any changes to your personal details, including passport, address or contact information, which may affect your visa status.
9. **Cooperation with Authorities:** In case of inquiries from UK immigration authorities, cooperate fully and provide requested documentation promptly.

We appreciate your understanding and collaboration in ensuring that our school remains a place of respect, integrity, and compliance with local regulations.

Student Name (in capitals) **Date:**