



EF ACADEMY

International
Boarding Schools

OXFORD ATTENDANCE POLICY 2025-26

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 wrking. 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.
Date of Next Review:	July 2026

The Deputy Head of School (Academics) is responsible for the day-to-day oversight of attendance in the school. Elements of this policy, such as UKVI compliance and safeguarding requirements, are delegated to other members of senior and middle leadership as laid out within this policy.

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

Head of School

- Monitor the effectiveness of the policy.
- Give high visibility to attendance and punctuality among students, parents, and teachers, emphasizing that students must be registered by their first lesson.
- Communicate with parents and relevant agencies as needed.
- Develop policies that foster a supportive environment for students' learning at EF Academy Oxford.
- Ensure adequate funding for reward systems.
- Define clear roles and responsibilities for staff and provide necessary resources and time to fulfil them.

Deputy Heads of School

- Maintain a whole-school average attendance of 95%.
- Generate weekly student attendance reports in line with Home Office regulations (with the support of School Technology & Process Manager)
- Highlight attendance and punctuality in all academic and pastoral meetings, as well as assemblies.
- Ensure attendance and punctuality are discussed in all student meetings with Pathway Managers and middle leaders.
- Be present in the mornings to monitor punctuality and ensure students adhere to school entry procedures.
- Involve students in action planning and attend attendance monitoring meetings for those with less than 85% attendance.
- Supervise pastoral staff responsible for absence follow-ups.
- Oversee attendance procedures and lesson registers.
- Support Pathway Managers in setting attendance targets and monitor action plans and intervention contracts.
- Monitor internal truancy, identifying absence patterns and considering curriculum impact and other potential causes.
- Support Visa Compliance Officer undertaking their requirements by providing weekly data on student attendance and support in attendance auditing.

House Parents on Duty (for all students)

- Support teachers by checking on missing students as identified in the 'Absence from Class' Team or Period 0 report. Updating Teams as necessary.
- Promptly contact students who are missing classes and ensure they leave the Residence to attend class, unless prevented by an authorised reason.
- Refer students to appropriate support agencies when necessary (e.g school nurse/counsellor)
- Clearly communicate expectations for good attendance and promote strategies to achieve it.
- Working with Boarding Lead and Senior House Parents to monitor individual and group attendance, identifying causes/patterns of absence and lateness, as well as issues related to equal opportunities.
- Inform Campus and Student Services Coordinator to update Managebac with relevant attendance codes as soon as absences are known (e.g., unauthorised leave, authorised absence, medical leave, trips).

Pathway Managers (PMs):

- Speak directly with students who miss three or more lessons in a week to understand and address the reasons for their absences.
- Document all interactions and relevant information from these meetings in Alpha for accurate record-keeping.
- Identify and highlight students with frequent absences as students of concern to ensure they receive necessary support.
- Share the list of students of concern with Heads of Faculty (HoFs) for awareness and coordinated intervention in ALT meetings
- Discuss these students in Senior Leadership Team (SLT) and Underperforming and At-Risk Students (UPAWS) meetings to review attendance data and implement additional support strategies.
- Support families through the 'Attendance Monitoring Procedure' in Appendix 2.

Teachers

- Record attendance on Managebac within the first 5 minutes of each lesson, marking students as Present, Present Online, 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 Campus and Student Services Coordinator about how attendance issues affect student achievements and monitor patterns of absence or truancy.
- Report concerns and actions taken to Pathway Managers; document this information on the UPAWS spreadsheet.
- Set improvement targets for students who have attendance and punctuality issues.

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 more than 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 and Director of Admissions.
- 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.
- Drafting and sending attendance related correspondence as required authorised by the Deputy Head of School.

School Nurse

- Update the 'Absence From Class' (AfC) Team with student names, times, and reasons for medical absences.
- Record attendance marks for medical leave and nurse appointments in Orah, including details of significant illnesses and medications if necessary.

Academic Administrator

- Pull period 0 report, from Managebac, check attendance then message the Boarding Team with a list of absent students (on 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 when students are unwell, have authorised absence.
- Send daily reminder emails through Managebac to teachers who have not completed their registers and inform the Deputy Head of School (Academics) about teachers who frequently fail to complete their registers.

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.

- Attend all timetabled activities and complete assignments, practicals, and exams.
- 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 Boarding Team and Pathway Manager immediately if you are unable to attend due to illness or other significant reasons.
- 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.

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 lose the privilege to work in residence for the following week, completing study time in the Pathway Hub or “Goldfish Bowl” (study room opposite Reception).

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 a Deputy Head of School. Authorisation for the absence requires students to substantiate their request with appropriate documentation. Absences for reasons not supported by valid proof will be logged as “unauthorised” by the Pathway Manager or Campus and Student Services Coordinator on Managebac.

Once approved, students must use the Orah App to request a Pass for leaving campus, missing lessons or other scheduled activities. Approval of this Pass is contingent upon the Deputy Head's confirmation through the Pathway Manager. The Boarding Lead or Senior House Parent will then approve/reject the request on Orah.

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 to wake up students who are on the 'HP student wake-up list'. All students must be in school by 8:40am regardless of whether they have class or not.
8:45am	Academic Tutors Academic Administrator	Tutors to have taken the register on Managebac and to ensure that all students have 'tapped the tile'. Tutor time starts at 8:40am. Academic Administrator to pull a period 0 report, from Managebac, checks attendance then messages the Boarding Team with a list of absent students (on Teams) – Academic Tutor do not need to message the AfC team during tutor time.
8:50am	Boarding Team	HPs to complete a sweep of the resident buildings to ensure ALL students have left residence and tap the tile as they leave. PMs should follow up (in person) with those on the Period 0 report.
9.00am	Teachers Boarding Team	Teachers register their classes within the first 5 minutes of their lessons. Teachers to write the names of missing students in "Absence from Class" (AfC)Team (this should happen each period throughout the day). School nurse to update the AfC Team if students are on Medical Leave. Check on missing students to be completed* Campus and Academic Administrator to update attendance on Managebac
9:30am	Academic Administrator	If the non-registered students are not accounted for by 9:45am, Academic Administrator to pass details of absentees to Boarding Lead or Senior House Parent and Pathway Manager (in Teams – Daily Attendance Check).
Teachers must challenge students who were absent in their previous lesson. Teachers to keep the Pathway Manager informed of all details.		

* House parents should go to the student's room to see if they are still in bed / present in the residence. If they are not there, they should be contacted by phone.

Meetings	
Pathway Managers	If students miss 3+ lessons a week, PMs will speak with students directly and log on Alpha. Students of concern to be highlighted and shared with HoFs in ALT & UPAWS
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	Standing agenda item on all SLT meeting agendas. Attendance review meeting at the end of each half term (approx. every 6 weeks) – address students of concern Head of School awards for 100% attendance
Visa Compliance Officer (School Administrator)	The overall weekly attendance for all students will be shared by the Visa Compliance Officer (School Administrator) within weekly meetings (UPAWs and ALT)

Appendix 2: Attendance Monitoring Procedure

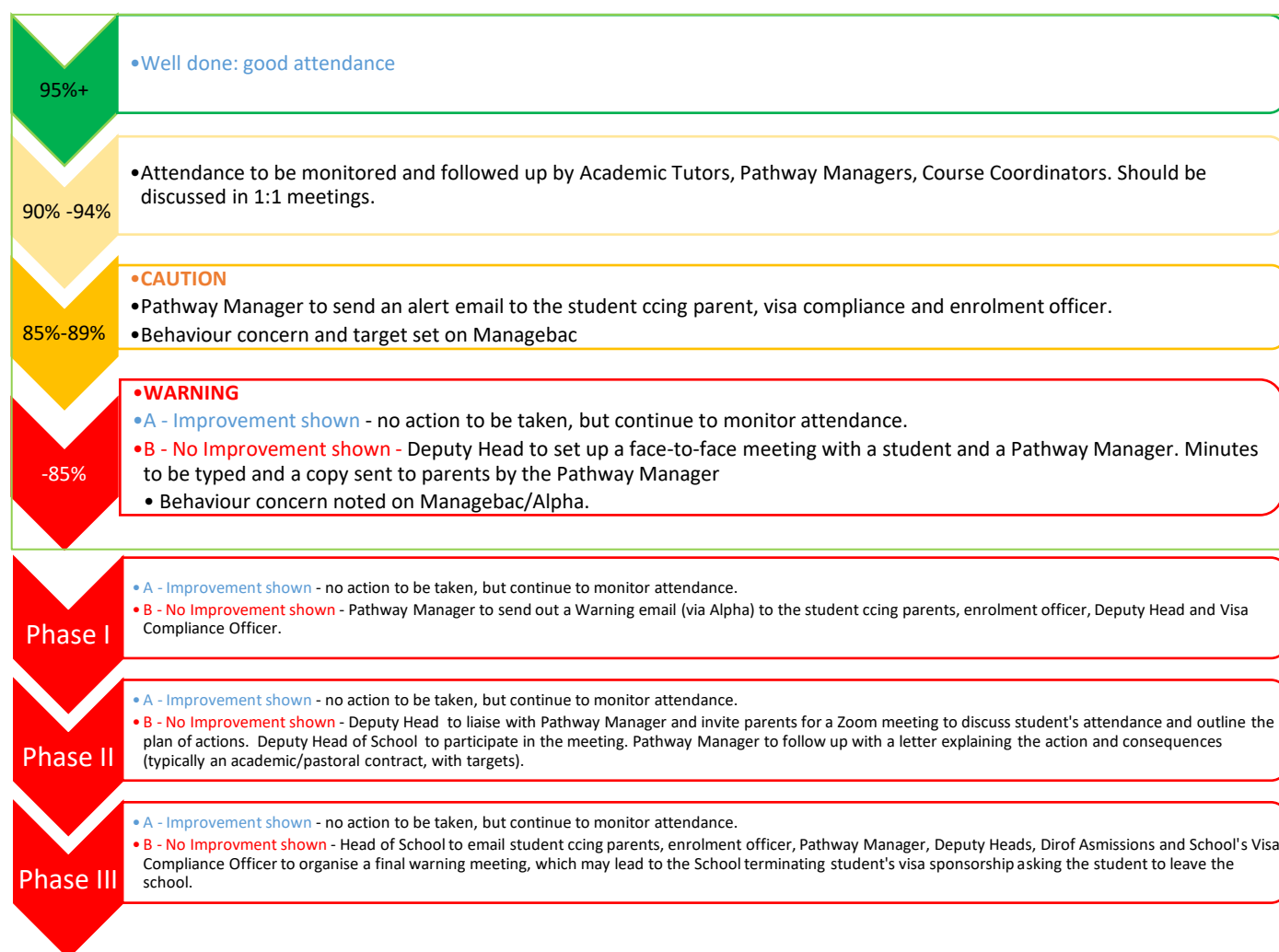
The overall weekly attendance for all students will be shared by the Deputy Head of School.

All students are expected to maintain a weekly school attendance rate of at least 95%, it does include Medical Leave or Authorised Absence.

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 visa withdrawal notification, with the option to appeal.

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



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 95% to ensure optimal academic outcomes. Falling below this threshold may have implications for your visa status.
You should be aware that we have a responsibility to inform UKVI should your attendance fall below the required level. We are obliged by law to inform UKVI for any extended absence.
Holidays should be only taken during the published school closure dates and leave taken outside of this period will be recorded as unauthorised absence.
3. **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 your House Parent and permission must be sought to receive an authorised absence.
4. **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 or more consecutive contact points will be reported to UKVI.
5. **Voluntary or paid work** – You are unable to participate or undertake work commitments outside of those provided by the school.
6. **Conduct:** Uphold the school's code of conduct, respecting the laws and cultural norms of the United Kingdom.
7. **Notification of Changes:** Notify the school promptly of any changes to your personal details, including address or contact information, which may affect your visa status.
8. **Cooperation with Authorities:** In case of inquiries from UK immigration authorities, cooperate fully and provide requested documentation promptly.
9. 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: