

OXFORD

ATTENDANCE POLICY

2022-23

Origins:	EF Academy Oxford Attendance Procedure
Developed by:	Paul Ellis (Head of School) Mark Fletcher-Single (Deputy Head - Pastoral) Joan Wilisoni (Pathway Manager)
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:	<p>IB and A Level Handbooks</p> <p>EF Academy Oxford Student Handbook</p> <p>COVID-19 Policy (including our whole-school COVID-19 risk assessment)</p> <p>June '20 (Mark Fletcher-Single): additional information and details of relevant procedural changes to incorporate the development of our COVID-19 Policy</p> <p>Aug. '21 (Mark Fletcher-Single): developments to reflect the School's leadership restructure during academic yr. Aug. '21 to Jul. '22.</p> <p>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.</p> <p>Policy also reviewed and developed to reflect the School's extended period of leadership restructure during academic yr. Aug. '22 to Jul'23.</p> <p>Jul.' 22 Reviewed by Head of School and Operations Manager: Manager of Visa Compliance Officer.</p>
Date of Next Review:	November 2022

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 (including online 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 are able to 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

Take overall responsibility for the implementation and monitoring of this policy by:

- monitoring the effectiveness of the policy (another touchpoint review to be completed in Nov.'22)
- communicating with parents and other agencies as appropriate
- nominating a designated person for attendance and overseeing the implementation of this policy
- developing policies for EF Academy Oxford that help to create an environment in which students feel valued and are encouraged to learn
- ensuring there is sufficient funding to support reward systems
- giving attendance and punctuality a high profile with students, parents, and teachers ensuring everyone understands that students must be registered by their first lesson
- identifying clear roles and responsibilities and ensuring colleagues have the time and resources to fulfil them.

Deputy Head Pastoral (the Deputy Head Pastoral's responsibilities, or *role*, will continue to be covered by the Head of School during the School's leadership restructure, in the academic year Aug.'22 to Jul.'23)

- Ensuring attendance and punctuality are given a high profile in all academic and pastoral meetings, and in assemblies
- Ensuring attendance and punctuality are on the agenda for all student meetings with Academic

Tutors

- Ensure teachers take registers and, with the **Assistant Heads**, follow up on any registers not taken; and follow up on pastoral staff responsible for following up absence
- Overseeing the administration of registration procedures
- Overseeing the administration of lesson registers
- Setting attendance targets and monitoring action plans
- Ensuring students attend EF Academy Oxford with a whole-school average of around 95%
- Giving attendance / punctuality a high profile at meetings, supporting teachers in reviewing data, setting targets and action planning
- Monitoring for internal truancy. Looking for patterns of absence and consider impact of curriculum upon attendance alongside other possible causes
- Informing and involving students in action planning, being a part of Progress Interviews for all students with >10% unauthorised absence
- Being present in the morning to welcome the students to school and monitor punctuality
- Administrative and visa compliance officer to pull and send teachers' 'not done' registers list to SLG team at the end of each day.

Pathway Managers / House Parents on duty: for all students

- Making early contact with the student when they fail to attend, and ensure they go to lessons (including online lessons) unless they cannot for an authorised reason
- Referring to appropriate support agencies as required
- Communicating clear expectations of what is good attendance
- Giving clear guidance as to how good attendance is promoted
- Supporting the teachers, Academic Tutor, and Assistant Heads, and Administrative Visa Compliance Officer with the relevant information to carry out their responsibilities in ensuring maximum attendance for all students
 - attending and updating the PAWS group with concerns (weekly)
 - attending ALT meetings weekly to inform HOFs of any students of concern
- Quickly informing parents and admissions offices of non-attendance
- Monitoring individual students and groups
- Identifying causes of absence and lateness and issues of equal opportunity
- Updating Alpha with the relevant attendance code as soon as the absence is known
 - Known unauthorised leave
 - Authorised absence
 - Medical leave
 - Trip

Head of Boarding / House Parents / Pathway Managers / Admissions Offices

To encourage students to:

- Leave the residence / home in plenty of time in the mornings
- Provide explanations for absences and informing the School if students are going to be later than 9:00am
- Avoid, making non-emergency medical appointments for students during lesson times
- Refrain from taking holidays in of term time

Teachers

- Making lessons (including online lessons) stimulating and fun, praising, and thanking students for their contributions

- Giving attendance / punctuality a high profile by praising students for arriving on time and arranging for latecomers to make up time
- Completing the register within the first 5 minutes of the lesson
 - Present
 - Present Online
 - Absent
 - Late
 - Study Leave
- Challenging students if they have been absent in the previous lesson without authorisation
- Setting work for students who are absent from lessons (including online lessons) and ensuring it is completed satisfactorily, reporting to Head of Faculty if not
- Informing the Heads of Faculty and Administrative Visa Compliance Officer when absence is impacting upon achievements and monitoring for patterns of absence / truancy
- Reporting concerns and ACTION TAKEN to the Pathway Manager and Academic Tutor of the student
 - this information is available on the PAWS spreadsheet
- Setting targets for improvement for students who are displaying concerns re: attendance and punctuality

Heads of Faculty

- Review and monitor their students' attendance and actively respond to those with poor attendance by imposing Faculty sanctions
 - attendance should be a standing agenda item for meetings

Administrative Visa Compliance Officer

- Requesting teachers to complete registers and students to ensure they have informed their Pathway Manager of their absence
- Support regular efficient and accurate recording of presence / absence
- Ensuring visa compliance within school
- Produce weekly and monthly student attendance reports in accordance with Home Office regulations and guidance
- Follow up with students realised as a concern, forwarding details to SLG, ALT and Pathway Managers
- To send reminder emails to teachers who have not completed their registers during period 4 (i.e. before lunch)

Students should

- Arrive for all lessons (including online lessons) appropriately prepared
- Aim for attendance of around 95% or better on average each week
- Follow the correct procedure when arriving late to school
- Ensure their Pathway Manager is aware, immediately, if they cannot attend school owing to illness or some other important reason
- Be prepared to make up for time lost through absence and lateness
- Promptly reply to all emails received from the School's Administrative Visa Compliance Officer

Appendix 1: Daily Attendance Process

Time	Who?	What?
7:30am	Students	Students expected to get up, get dressed and go to breakfast
8:00am	House Parents	HPs to wake up students who are on the 'HP student wake-up list'. All students must be present at assembly or Pathways Support by 8:35am on their relevant morning – HPs to ensure all students are awake (airhorn to be used).
8:40am to 8:55am	Academic Tutors	Academic tutors to take a morning register (in Pathway Support tab) on Managebac.
8:45am to 8:55am	House Parents	HPs to complete a secondary sweep of the resident buildings to ensure ALL students are up, getting ready, etc.
9:00am	Teachers	Teachers MUST register their classes within the first 10 minutes of their lessons.
9:10am	Administrative Visa Compliance Officer	Pulls period 1 report, from Managebac, checks attendance and email absentees to HPs
9:15am to 9:45am	House Parents	First check of missing students to be completed and returned to Administrative Visa Compliance Officer and Pathway Managers to update attendance on Managebac.
1.30pm	Pathway Managers	Pulls period 5 report, from Managebac, checks attendance and follow up with missing students
Next lesson	Teachers	In the following lesson, teachers must challenge students who were absent in their previous lesson. Teachers to keep the student's Pathway Managers and Academic Tutors informed of all details.
Meetings		
Pathway Managers		Students of concern to be highlighted and shared with HoFs in ALT weekly and PAWS meeting.
Heads of Faculty & teachers		HoFs to review and monitor their students' attendance and actively respond to those with poor attendance.
SLG		Attendance review meeting at the end of each Reporting Period (approx. every 6weeks) – address students of concern and Head of School awards for 100% attendance

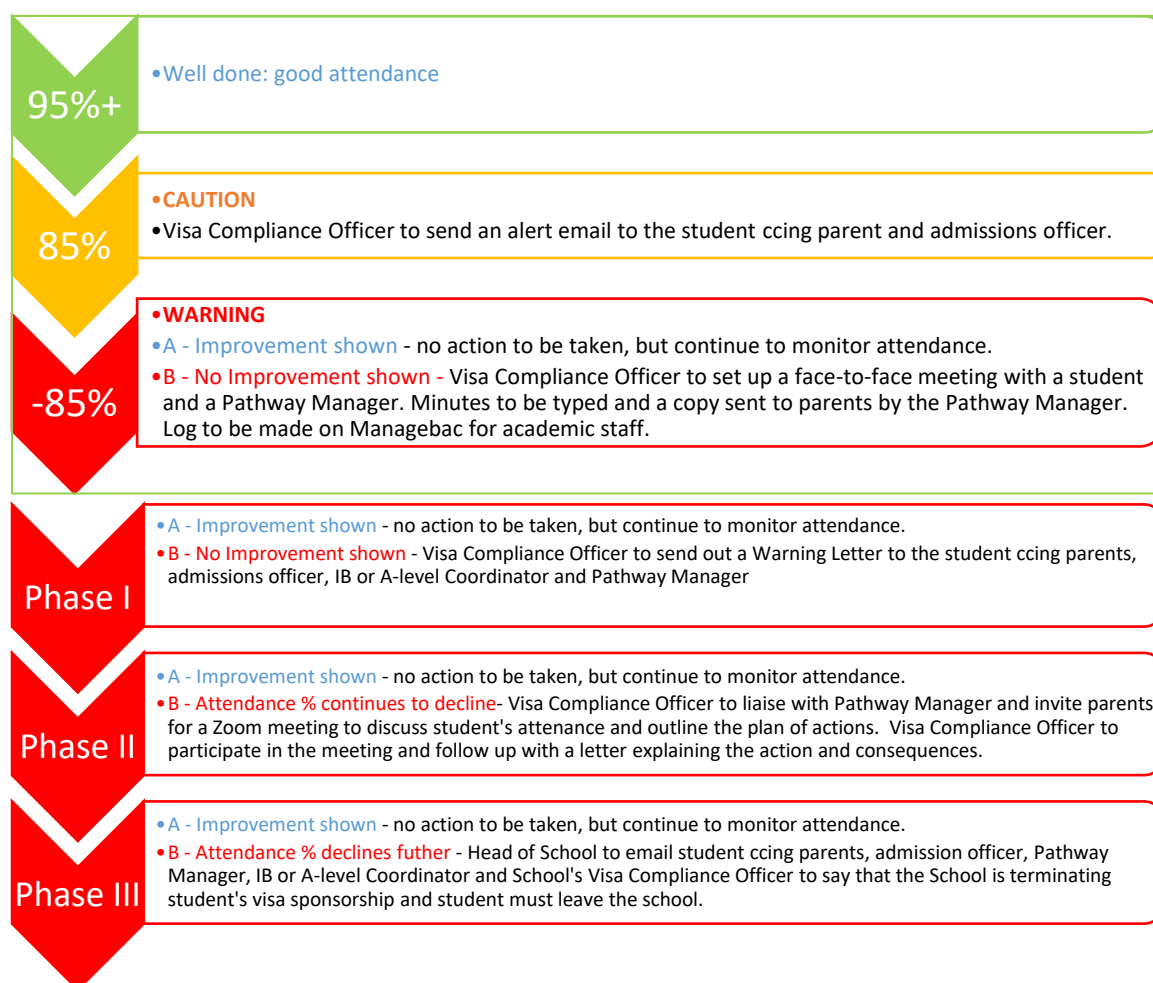
Appendix 2: Attendance Monitoring Procedure

The overall weekly attendance for all students will be shared by Pathway Managers within weekly meetings (PAWs and ALT).

All students are expected to maintain a weekly attendance rate of at least 95%, and attend all scheduled lessons, Academic Tutorials, and Pathway Manager meetings.

The 1:1 Academic Tutoring meetings do not count in the attendance %, but absence will be treated as if a lesson had been missed.

The attendance action flow chart for lessons: for students (the Deputy Head's responsibilities, or role, will continue to be covered by the Head of School during the School's leadership restructure, in the academic year Aug.'22 to Jul.'23)



**All warning letters, meeting minutes, or documents provided by parents e.g., medical notes to be logged and uploaded on Alpha. A brief note/log will be made on Managebac for academic staff.*

Please see your Pathway Manager or Academic Tutor if you have any questions regarding attendance.

It is important to remember that AUTHORISED absence may keep you "in the green", but you will still miss hours of lessons, and this may affect your final examination performance. Please make every effort to catch up work missed by discussing how best to do this with each subject teacher.