



OISE Oxford Student Attendance Policy 2019

To make as much progress as possible, we expect you to attend every lesson. If you are ill and cannot come to school, you should contact the school to tell us immediately.

We record your attendance for every class, every day. If you miss a class, your teacher will inform the Education Manager. If you miss more than two lessons in a week without good reason, the Education Manager will contact you.

1. Consultation

The Education Manager will arrange to talk to you if you have missed two lessons in a week. They will ask why you were absent, and whether the school can help if you are having problems. They will record your name, the date of the meeting and any comments. If you are still not in school, they will contact you by email or telephone, or through your host family.

2. First Verbal Warning

If, in the next two weeks, you miss two lessons in a week again, the Education Manager will give you an official First Verbal Warning. They will discuss your situation with the Principal.

3. Second Verbal Warning

If you miss two lessons in a week again in the two weeks following the First Verbal Warning, the Education Manager will give you a Second Verbal Warning.

4. First Written Warning

If, over a period of two weeks, you attend less than 80% of your classes, the Education Manager will meet with you and give you a First Written Warning. You will have to sign this document to show that you have received it and that you understand it. Where relevant, they will contact your sponsor and give them a copy of your First Written Warning.

5. Second Written warning

If your attendance over the whole course does not improve to over 80% in the next two weeks, The Principal will give you a Second Written Warning, and they will contact your sponsor. They will tell them that, unless you attend all your classes in the next two weeks, you will be expelled, and the UK Border Agency will be informed.

6. Expulsion

If your attendance remains less than 80% for the next two weeks, The Principal will expel you and inform the UK Border Agency.