



OISE Attendance Policy based on Home Office guidelines

Dear student

Please take the time to read this information and ask if anything is unclear.

- Students are expected to attend every lesson. Although for renewal of visa purposes a student must have attended 80% of their course, we expect 100% attendance. If you require full details of our attendance policy, we can provide you with a copy. However, this short summary should give you a clear idea of the procedures.

Procedure for Academic Managers on dealing with absence

STEP 1: Consultation

- The Academic Manager arranges to talk to any student who has missed two sessions in the previous week. This meeting is not later than midday Tuesday of the following week. If the student is not in school, the student is contacted via the host family or via their private address or mobile.
- In the meeting the Academic Manager finds out why the student was absent, and whether there is anything the school can do if the student is experiencing problems. The student is reminded of the school policy and made aware of the next steps should they be absent again. The Academic Manager logs the name of the student, date of talk and comments on a student absentee sheet. This sheet provides evidence of follow up, and a tracking system of persistent poor attendance.

STEP 2: First verbal warning

- If the same student misses two sessions in a week again in the next four weeks the Academic Manager normally gives them a first verbal warning. The Academic Manager will discuss any extenuating circumstances with the Principal before deciding the action.

STEP 3: Second verbal warning

- If the same student misses two sessions in a week in the four weeks following the first verbal warning, the Academic Manager gives them a second verbal warning.



STEP 4: First written warning

- If course attendance over a 4 week period falls below 80% the Academic Manager has a meeting with the student and gives them a first written warning which includes the threat of contacting their sponsor and expulsion if there is a repetition of absence of 2 sessions in a week. The student signs this document to indicate that they have received it and understand it.

STEP 5: Second written warning

- If course attendance over the whole course does not improve to over 80% in the next 4 weeks the Principal gives them a second written warning, and contacts their sponsor to inform them that unless they meet our expectations of attendance over the next two weeks they will be expelled and the UK Border Agency informed.

STEP 6: Expulsion

- If course attendance stays below 80% for the next two weeks the Principal expels them and informs the UK Border Agency.

- If at any point a student achieves 100% attendance for 4 weeks following their last warning then the slate is wiped clean and the procedure begins again from step 1.

Updated and reviewed January 2017.

To be reviewed January 2018.