



OISE Cambridge Student Attendance Policy 2016

To make as much progress as possible we expect you to attend every lesson. If you are ill and cannot come to school, please 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 Director of Studies or the Principal. If you miss more than two lessons in a week without good reason the Principal will contact you.

Procedure:

1. Consultation

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

2. First verbal warning

If, in the following two weeks, you miss two lessons in a week again the Principal will give you an official First Verbal Warning.

3. Second Verbal Warning

If you miss two lessons in a week again in the two weeks following the First Verbal Warning, the Principal 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 Principal 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. She will contact your sponsor and give them a copy of your First Written Warning.

5. Second Written Warning

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

6. Expulsion

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