



Document: **Attendance and Absence Policy**

Date Reviewed: October 2021

## **1. Attendance and Absence from class**

**All students enrolled at Oxford ILS must attend every class.** Teachers complete a class register for each lesson and all registers are checked regularly by the School Director.

### **1.1 Full-time students**

- Students must be on time for their classes.
- Students who are late by 10 minutes or more must wait until their next scheduled class. The teacher will mark the student as “absent” for the late lesson.
- If the student is late or cannot attend the class, the student must inform the Office by 9.00am.
- If a student is absent for more than five days because of sickness, the student needs to submit a doctor’s note.
- If a student is absent for a week or more and can provide a doctor’s certificate, they may request a course extension, on the condition that the same, or similar, course is available.
- Any absence should be for approved holiday or illness only.

No refund will be given to students missing classes. Students who do not attend classes for five continuous days without telling the School, will be removed from the class register, and it will not be possible to promise a place in the same class when they return. Students who attend less than 85% of their classes may also be removed from the class register.

### **1.2 Absence Procedure**

**If a student does not attend 85% of their classes, is continuously late or absent without providing a doctor’s note, or giving another good reason, the School will follow the four steps of the Expulsion Policy.**

### **1.3 Part-time students**

- Students must be on time for their classes. However, the School understands that part-time students have work commitments and may be late sometimes. Occasional late arrivals are acceptable at the teacher’s decision.
- If the student is late or cannot attend the class, the student must inform the Office two hours before the class start time.
- If a student misses two continuous classes without informing the Office, a member of the Management Team will contact the student to check why the student has been absent.
- If the student is continuously late and this causes class disruption, the School will follow the Absence Procedure described in 1.2 above.

No refund will be given to students missing classes no matter what the reason is, and it is the student's responsibility to learn the material that they missed. Students will receive details about what was covered in the missed class, including homework.

#### **1.4 Private students (one-to-one)**

The One-to-one timetable is agreed, for a minimum of one month in advance, between the student, the tutor and the School. Because of that, the School expects the student to attend all scheduled classes.

If the student cannot attend a class, he/she must contact the School as soon as possible so that the class can be moved to another day. For last minute cancellations (less than two hours before the scheduled class start time) no refund can be given for the cancelled class and the class cannot be moved.

#### **2. Students under 18 years old**

In addition to the rules above:

- If a student who is under 18 years old is not at School within 5 minutes of the lesson start time or agreed meeting point, the Accommodation Team or a member of the Management Team will call the student and the Homestay provider to check why the student is absent.
- If Oxford ILS staff and the Homestay provider cannot find the student, the School will follow the Missing Student Action Plan immediately.

#### **3. Certificates**

Full-time students will automatically receive an Attendance or Level Completion certificate if they attend their lessons, complete the assignments and homework, and pass their progress tests. Full-time students who attended less than 85% of their classes will not receive a certificate. The student may ask for an attendance letter, which will include the number of lessons the student attended.

Part-time students will receive a Level Completion certificate on completing the level. If they are unable to complete the level, they can request an Attendance Certificate.

#### **4. Welfare issues**

If a student has a problem or sickness that may make the student miss their lessons, e.g. a personal or family problem, physical illness, homesickness, or any other problems, the student should speak to one of the School Directors as soon as possible, so that we can help by offering advice or support. Everything will be treated as private.

Related documents: 1. Expulsion Policy

2. Missing Student Action Plan.