Cherwell College Oxford
Pre-University Tutorial College

Attendance Policy

Introduction

Cherwell College Oxford believe that students should enjoy learning, experience success and realise their full potential.

Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of students. Any absence affects the pattern of a student's schooling and regular absence may seriously affect their learning.

The Department for Education (DfE) defines a student as a 'persistent absentee' when they miss 10% or more lessons across the school year, for whatever reason.

Aims

The College aims to meet its obligations by promoting good attendance: ensuring every student has access to education to which they are entitled; and acting to address patterns of absence.

This policy sets out the college's position on attendance.

Absence

Procedure for Students

- If a student is going to be absent, then they must phone the College each morning of absence with a reason for absence - 01865 242670 (Day students); - 07799 578307 (on duty Welfare Officer for Boarding students)

  Alternatively, an email should be sent to Henry Barthram h.barthram@cherwell-college.co.uk **and** to Srusti Palakshappa srusti@cherwell-college.co.uk

  Students who are online should report on tutors' lateness or absence to the above addressees.

- If a student has not contacted the College and is found to be absent during tutorial room checks, the Receptionist/Administrator will ring the student or welfare staff on duty asking for a reason for the absence or leave a voice message, advising to contact the College with an explanation.

- If the Receptionist/Administrator considers there is a concern, i.e. health issue, personal issue or other; details are also passed to the Welfare Officer to deal with in more detail.

- The Academic Team will address any concerns regarding absence in tutor meetings with the student.

- In some cases, a written warning will be issued by the Vice-Principal or the Principal to the student detailing the College concerns – this will be communicated with the parent and the student.

- In line with the recent regulation, stated in DfE Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities August 2024, Cherwell College Oxford recognises the need on working together with parents when additional support for students with special educational needs, disabilities and where part-time timetables are needed.

- In the case of special mitigating circumstances, due to family, physical or mental health problems, a decision on remote learning will be concluded by a collective decision of senior management, represented by academic and welfare staff, authorised by Vice-Principal.

- Absences are recorded on the individual students' timetables in 'Teachworks' for the record.

Teaching hours

Procedure for Students

- In the event of cancellations by students - timetabled lessons will not be replenished.

NB: Timetabled lessons can only be replenished by special arrangement and approval by senior academic manager (Deputy Director of Studies, Vice-Principal), provided at least <u>2 working days</u> prior to the lesson, a valid reason is given (e.g. doctor's appointments etc.). In such instances, lessons may be replenished, subject to tutors' availability on alternative days or over half-term break.

<u>International Students</u>

Please be aware that Cherwell College Oxford, as a UKVI Sponsor, is under an obligation to report continual absences to UK Visas & Immigration. UKVI has the authority to visit a student and if they are not fully satisfied, it is likely that the student will be asked to leave the UK.

International students are granted permission by UKVI to study in the UK.

If a student does not comply with any of the rules & regulations, then steps could be taken by UKVI to remove a student from the UK.

Reviewed: February 2025
Next Review: September 2025