



## ATTENDANCE AND PUNCTUALITY POLICY

We understand students attend our courses for multiple reasons. We believe the best way to benefit from studying with us is to attend fully and on time. We accept there may be circumstances where this is not possible (for example illness). This policy explains what we expect.

We make clear to all students that we expect attendance for every session scheduled:

All students are expected to attend all sessions within their course, and on time. Any student who does not attend a session must inform office staff as soon as they are aware they are unable to make it. This information is given to students upon arrival during their first day of the course in person, and before any online sessions.

We make clear the circumstances where absence is accepted:

The policy makes clear the difference between Authorised Absence and Unauthorised Absence, and the procedures we expect students to follow in each case. All students attending the course are required to let the office staff and tutors know as soon as the issue is raised as to why they are unable to attend a session or why they may have miss part of the tutorial. We will also require the parent or guardian to contact OXSS staff to ensure that the reasoning for the absence is valid.

### **Examples of Authorised Absence:**

- Illness/medical appointment
- Religious reasons
- Bereavement

### **Examples of Unauthorised Absence:**

- Students missing a session without informing the office staff and the tutor regarding why they will not be able to attend

We make clear what our expectations are for children (any student under 18):

We are legally responsible for any students under 18 for the time they are supposed to be in class when attending in person, and so have particular responsibilities for ensuring they attend fully.

We have a system during our courses for keeping up to date attendance records, and students can ask for details of their attendance at any time. This is also reflected within the reports sent to parents/guardians after the student's sessions have taken place to inform them of the attendance during the course. These reports will also state if the student was on time to each class. Where students are late, if it is over 10 minutes, the office staff will be informed to chase the student.

We are mindful of our responsibility to protect personal data and consider attendance information to be personal data. We will not share information about attendance with any 3<sup>rd</sup> parties except where we are required to do so by law (for example if a student is studying with us on a visa). If we receive any requests to share information on attendance, we will in general discuss this with the student first and only share such information with their permission.