

OXFORD INTERNATIONAL COLLEGE BRIGHTON

ATTENDANCE POLICY

POLICY INTENDED FOR:	Staff and Students
CATEGORY:	Students
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Board of Directors
REVIEWED DATE:	March 2026
NEXT REVIEW:	October 2026

CONTENTS

AIMS OF THIS POLICY.....	1
1. Supervision of Students.....	2
2. Registration.....	3
3. Unauthorised Absences.....	9
4. Site Security.....	13
5. Related Documentation.....	13

AIMS OF THIS POLICY

At Oxford International College (OIC) Brighton, we believe that students should be able to develop and achieve in a secure, safe and positive environment. These aims are achieved through the careful and appropriate supervision and safeguarding of students in all areas of the college campus, and whilst on educational trips and visits. This policy should be read in conjunction with Keeping Children Safe in Education (KCSIE) 2025 and the DfE Working Together to Improve College Attendance (applies from 19 August 2024) in which it is expected that Colleges will set high expectations for attendance. This is achieved by ensuring that College is a calm, orderly, safe and supportive environment in which students can learn. At all stages Colleges, parents, guardians and partners should work together to support and improve attendance and wellbeing. This policy is reviewed and published annually and made available on the college website; a link is sent to parents at the beginning of the academic year.

1. Supervision of Students

1.1 Staff Responsibilities

The Attendance Strategy at OIC Brighton is managed by the Senior Attendance Champion (Christine Yabsley-Gavin) who sits on the BOD (Senior Staff Body), leads and oversees attendance for the college. The Attendance Officer (Olivia Corley) supports the Senior Attendance Champion with daily tracking of attendance and monitoring any trends that may arise (see section 2.4 to see more information about attendance tracking).

Everyone employed by OIC Brighton is checked by the Disclosure and Barring Service (DBS) before having unsupervised access to students. This includes all volunteers, freelancers and any other persons paid by the college. All members of staff undergo training in Child Protection / Safeguarding and Safe Working Practice training and are required to read and adhere to KCSIE and the College's Staff Handbook. Staff members have a responsibility to exercise close and appropriate control of students under their charge, including taking responsibility for monitoring attendance and knowing the whereabouts of students in their care. This may include supervision of sleeping areas, bathrooms and changing rooms. All staff members need to be aware of the importance of sound relationships, sensible practices and the danger of malicious allegations. Staff members should act sensitively and responsibly to protect themselves from any misunderstandings. The Children Act requires staff to be vigilant in the way they behave towards students whilst recognising there is room for a balance between rigid rules and natural feelings of interest in the student's welfare.

Staff will undergo training on Attendance which occurs annually at INSET and forms part of departmental and student-centred discussions on improvement. All teaching and non-teaching staff are made aware of the importance of attendance during this training. Staff are aware who to alert when a student is absent from class and/or College and are aware of the safeguarding procedures

1.2 Supervision Locations and Schedules

Students will be supervised by staff at mealtimes (breakfast, lunch and supper) in the dining hall and in the Pioneers café at lunch time, according to a published supervision rota. Students will be supervised by staff at break times and evening study periods, according to a published supervision rota. Students can seek medical and pastoral support at any time by going to Student Services, Main Reception or the Medical Centre, or by using boarding house duty phone numbers.

The supervision of students during lesson times is overseen by academic teaching staff. If a subject teacher is absent from a lesson, another member of the academic teaching staff will be allocated to cover the lesson for Years 9-11 to ensure adequate supervision is in place. When

Sixth Form students do not have a lesson, they are able to study independently (once the class register has been taken) in one of the following areas:

- Peacock Room (Learning Resource Centre)
- Designated study classrooms
- Pioneers Café
- Common Rooms
- Their boarding bedroom (with permission)

The Pioneers Café and adjoining common room are open-access areas of the College which are frequented by staff. A member of the catering team will be present during the Café opening hours, and a member of staff will be present during breaks, lunch time and evening study periods.

A full time College nurse is available in the Medical Centre during office hours, Mon-Fri.

1.3 Supervision of Students in Boarding Houses

Boarding staff (Houseparent, Boarding Assistant or Day Boarding Assistant) provide round-the-clock supervision in Ainsworth House (Years 9 to 11), Ovingdean House (Years 11 to 13 girls) and Turing House (Years 12 and 13 boys). All boarding houses have at least one member of staff on duty overnight every night and throughout the weekend. The whereabouts of the on-duty staff member is publicised and known to students. The boarding team, overseen by the Director of Boarding who lives on-site, works together to ensure students within their care have access to appropriate pastoral supervision.

Each boarding house has at least 2 members of residential staff so that there is adequate back up cover in the case of an overnight incident. In addition, a member of the Board of Directors team is always on hand to support any incidents via an on-call rota when students are in residence. For additional emergency call-out supervision and security, at least one member of the Estates team is resident on-site and a duty phone number is available at all times.

Whenever there is a change of staff, there is a thorough hand-over between staff covering information such as students who are unwell, any relevant incidents and authorised absences.

In line with KCSIE 2025, the college will endeavour where possible to hold two emergency contact details for each student.

The Reach system is used across the campus to register the whereabouts of our students. Reach (Boarding) is an award-winning, secure, purpose-built, subscription-based student life management system developed specifically for boarding Colleges and residential campuses.

2. Registration

Students are registered at multiple points of the day including AM and PM registers, every single lesson register, and additional evening and weekend registrations for boarding students. Students are expected to be present for every registration period and to arrive punctually. The AM and PM and lesson registrations are recorded on iSAMS, the college management information system. The boarding registers are recorded on Reach.

2.1 Weekdays

An initial registration on Reach for boarders is held within the boarding houses each morning at 08:20am. Any absentees at this point will be known by the House Parent and followed up by them to get them ready for 08:30am registration with their strategy tutors.

AM registers are taken at 08:30am and PM registers are taken at the start of period 5 at 1:20pm. The AM registers are taken by the students' strategy tutors. For PM registers, if a student has a lesson and is present, they will be marked in automatically via the iSAMS system. If a student does not have a lesson, they will be registered in student services with the Attendance Officer.

Any absentees for all registration periods will be investigated by the Attendance Officer and supported by the Boarding team.

For AM and PM registration, there is a 15-minute grace period in which the student can arrive late. At OIC, these 15-minute grace periods covers 08:30am-08:45am and 1:20pm-1:35pm. In the case that they miss registration but arrive to their next lesson (P1 or P6), the student will be marked as code U, arrived after registration has closed.

If a day student is not in class by 9.15am the Attendance Officer will alert home and investigate their whereabouts. The Attendance Officer will then change the attendance code accordingly. If the whereabouts of the student cannot be established, the missing students process will be adhered to see section .

If a boarder is not present for morning registration, boarding staff will establish the whereabouts of that student and update the registration records accordingly. If the whereabouts of the student cannot be established, the missing students process will be adhered to (see section 3.1).

Registrations are taken during each timetabled lesson.

The following procedure is used for the registration of students on ISAMS:

- All students that arrive before 5 minutes must be marked as: Yes

- All students that arrive between 5 minutes and 10 minutes must be marked as -
- All students that arrive after 10 minutes must be marked as and the
- The button being pressed will ensure that there is a follow up on the whereabouts of the student by boarding / student services.

Strategy Tutees should either be marked if present at registration, if 15 or more minutes late or if they don't attend, there is no need to click the at strategy tutor registration. When marking a student as late, the number of minutes late should be specified.

Students who are repeatedly late to registrations are subject to sanctions (see Section 3.3. below)

2.2 Weekday Absences

After morning registration, the Attendance Officer and the boarding team will follow up any unauthorised/ unexplained absences by taking the following steps:

- Send a Teams message on the Day Attendance team to alert the relevant boarding house staff and pastoral teams, or call the parent in the case of day students
- The boarding staff will go to the student's room and ensure they go to lessons/registration.
- If they are not in room, then search areas of the college they could be in and continue to attempt contact with students until the student's whereabouts have been established and we are reassured that they are safe

If the reason for absence has been established with the student rather than a responsible adult (parent, boarding staff or college nurse), an email will be sent to the appropriate adult to confirm the reason the student has given for their absence. If a boarding student is absent from lessons but present within the boarding house, suitable supervision and check-ins will take place throughout the day and their parents and or guardians will be informed.

The full attendance register is recorded on ISAMS. An absence email is circulated to relevant staff each morning with a list of absent students. If a student becomes ill during the day and a student is going to miss lessons, they will be sent to the college nurse, and the nurse will confirm that they can be marked as ill on ISAMS with the Attendance Officer.

All absences, authorised and unauthorised, are recorded on ISAMS and are available immediately on the Parent Portal for parents/guardians to view. In addition, parents/guardians

will be alerted to concerns or patterns of absence by the Strategy Tutor or member of the Senior Leadership Team.

If a day student is absent through illness or for any other reason, parents are asked to contact the college office before the start of the College day. The procedure for parents requesting a leave of absence for their child is to email attendance@oicbrighton.com or call the College reception ([+44\(0\)3003 733334](tel:+44(0)3003733334)). Where a student is absent without prior notification from parents, the college office or Attendance Officer will contact parents (or another listed contact) within 30 minutes of when the student was expected in College and until it has been established that the student is safe.

Parents are asked to contact the college on each day of a student's absence and ensure that any absence is followed up by a written communication explaining the circumstances. Longer term absences (including early departures or late arrivals) must be requested from the Deputy Principal Academic, and these reasons are logged by the Attendance Officer.

Staff responsible for student registration will follow up reasons for lateness and absence. Persistent poor punctuality/absence will involve the pastoral staff, student and parents, and the student may be approached with an Attendance Support Plan (see section 2.4) which will be reviewed fortnightly. Parents will be informed about attendance expectations every term or more.

2.3 Weekends

Saturdays

All boarding students will be registered before 8:10am and by 1:30pm in their houses. (Exact timings and locations vary by house and year group and are published in common areas.)

Day students will be registered before their morning SCIT exams and sign in and out at the security gate.

Students leaving the campus after SCITS must get permission from boarding staff and use the Reach system to record their whereabouts and destination, as well as to indicate their intended return time. Students must have permission from parents to leave the campus; this is given on a termly basis.

Students can go out in groups and with or without adult supervision according to their age group, as specified in the Student Handbook. Years 9 and 10 must stay in groups of 3 or more students. Year 9s must be escorted by college staff. Year 11 must stay in groups of 2 or more. Students cannot leave the Brighton area unless authorisation has been received including parental/guardian permission.

In the evening, all boarders are registered in their house before 8pm.

Sundays

All boarding students will be registered between 10:00 and 11:00am.

All students leaving the campus must sign out and ensure they leave details of where they are going and contact information. The rules outlined above (Saturdays) apply with regard to leaving campus and having appropriate permissions.

In the evening, all boarders are registered in their house before 8pm.

Staying Away Off Campus

Boarders may be away from their boarding house overnight at the weekend provided permission has been received from their parents/guardian in advance, together with detailed information on where they will be staying and who they will be with including contact details. The absence is authorised and all details are recorded on Reach, with a follow up phone call to parents or guardians from relevant members of the boarding team.

Before leaving the house, students sign out with a member of boarding staff. In the unusual event of a boarder wishing to spend a night away from the boarding house on a weekday, the same procedure applies, but the overnight absence must be authorised by a member of BOD.

Year 12 and 13 students can only leave campus during the week with prior permission, after 5.30pm. All students must return to their boarding house by 7.30pm.

Further information about exeats can be found in the OICB Exeat Policy.

2.4 Tracking and Monitoring Attendance

OIC Brighton's policy and practices reflect our strong belief in the importance of regular, consistent attendance at college and in lessons to make progress in learning and to participate fully in the life of the college. The expectations for attendance at OIC Brighton is for students to maintain a minimum of 95%. In addition punctuality expectations are that students arrive promptly to class within 5 minutes of the published lesson start time.

To that end, students' attendance is robustly tracked and monitored. Procedures are put in place where concerns exist around a student's attendance at college and/or in lessons and activities. There is a weekly attendance meeting attended by Deputy Principal Academic, Deputy Principal Pastoral (DSL), Director of Boarding, Senior Attendance Champion and Attendance Officer to review all student attendance, to discuss progress of students on intervention (including escalation routes such as Early Help and the LA attendance support team) and attendance plans and to monitor for trends/patterns in attendance for individuals or groups. As per the safeguarding policy staff should report student attendance concerns to the DSL to address in this meeting.

It is the college's responsibility to ensure wherever possible that there are no barriers to a student's attendance at college, in lessons and activities. All college staff aim to encourage and support all students in their attendance, creating an environment in which our students feel motivated, engaged and enthusiastic about their learning. Students are rewarded for good attendance on a half termly basis with House Points.

The LA receives a full new pupil enrolment at the start of each academic year via forms provided by the LA and returned via email. The LA is informed of students who enrol after the start of the academic year via the same procedure when the student is added to the Admissions Register.

Attendance is tracked daily, and a clear process is in place if a student does not attend a registration. A report is generated at AM and PM register which is circulated to the boarding team who are then able to follow up with the student as to why they missed registration and whether their reason is valid. [See procedure in 2.1, above.] Students who do not have a valid reason are then given a reflection which is served with a member of staff within the next two-three days.

Intervention and Support

If a student falls below 95% attendance (but while still above 90% attendance) they would be on an early intervention support plan (Stage 1). This entails sitting down with a member of the attendance team and the Head of Year to discuss ways to actively engage the students to attend their classes. This plan would be logged on the student record on OneNote and a copy given to the student and parent/houseparent.

As part of these interventions, students are provided with support to improve their attendance. These will be context-specific and tailored to the needs of the individual student but may include:

- additional check ins with pastoral staff;
- medical and / or pastoral support provision;
- phased return to lessons and / or activities;
- reduced timetable, agreed by Deputy Principal Academic if necessary;
- an attendance contract agreed with and signed by both student and their parents/guardian.

If a student, following appropriate support and measures to improve their attendance, falls below 90% then the college will put the student on a formal Attendance Support plan (Stage 2); these are referred to as Targeting Support Meetings in DfE guidance. This is structured to meet the individual students' specific attendance issues and will be monitored fortnightly for improvement. This will be shared with student, parent or guardian and strategy tutor. As part of these support plans students will have targeted support meetings, and the college is required to inform the local authority of the students' home address if a student is at risk of becoming persistently or severely absent. In the case of a student missing 10 or more days of College, the college must inform the local authority of the students' home address and their College Attendance Support Team as well as informing the parents of this communication to the LA.

If a student fails to meet OIC Brighton's expectations, the college may progress to disciplinary measures as outlined in Rewards and Sanctions Policy which may include suspension and expulsion (Stage 3). Should a student be removed from the college for this or any other reason, appropriate consultations and processes would be adhered to, including alerting the Brighton and Hove attendance support team and notifying UKVI where applicable. The college is aware that ten unauthorised missed consecutive contact points must lead to withdrawal of sponsorship for that student.

It is recognised by OIC Brighton (please refer to Equality Act 2010) that any students with additional needs (SEND, SEMH (including poor Mental Health), children with a Social Worker/LAC/PLAC who require enhanced monitoring, EHCP or long-term health conditions not covered by the above) may have further barriers to attending full time and their needs will need to be acknowledged in any support plans put in place. For these students the college counsellor, SENCO and college nurse would also be involved in Early Intervention and Attendance Support Plans. In the case of prolonged absence, reasonable adjustments would need to be made and communicated to attendance officer, strategy tutors, head of year and parents. These would include reduced timetable, phased return to College and regular attendance and welfare meetings. Any plans put in place would be time-limited; they will be reviewed fortnightly to ensure that they continued to remain suitable and with the intention of fully integrating a student back into full time education.

3. Unauthorised Absences

If a student is not present when expected or fails to return to the house by curfew time, then the boarding staff on duty will:

- Try to make contact with the student concerned via email and/or by the student's personal mobile phone and continue to do so regularly
- Check all areas in the college where the student could be
- Try to establish their movements from their friends/roommate if applicable and by using CCTV footage if necessary

- Contact the emergency number (held by a senior member of staff) to discuss the best course of action.

The Emergency Contact will then liaise on:

- Contacting the students' friends to see if they know something about the student's movements.
- Contacting the students' emergency contacts/guardian.
- For local students, contact the students' parents to see if the student may have gone home without notifying the college in advance, or if they are able to give us any relevant information of which the college may not be aware.
- Contact the college Principal or Designated Safeguarding Lead (if not already involved)

The next steps will be agreed in discussion and will depend on the circumstances. The police will be contacted if appropriate.

3.1 Missing Student Process

Day time (after breakfast and before dinner)

Follow the absence checklist (Appendix B) which includes:

1. Teams message to boarding staff to see if the pupil is in a boarding house.
2. Teams message to teaching, support and pastoral staff to see if the pupil is being supervised elsewhere.
3. Check with Medical Centre to establish if the pupil is having treatment there.
4. Call the student's mobile
5. Check the student's living area for evidence of a recent departure - or a note.
6. Check with staff to confirm the last sighting of the student.
7. Check with close friend(s) for any further information.
8. Check with reception or student services to see if any urgent message has been left.
9. Re-check with subject teacher/games coach/activity supervisor for any further information.
10. Conduct a thorough search of the area where the student was last seen.
11. Inform the Principal, Deputy Principal Pastoral & Wellbeing that there is no trace of the missing pupil and discuss with them the next steps to be taken.

Then:

- Phone the next-of-kin/guardian to inform and discuss.
- If no satisfactory information has been gained, inform the next-of-kin/guardian that the local Police will be notified.
- If it is not possible to contact the next-of-kin/guardian, the Principal will notify the local Police immediately.

Individual cases will vary, but, having followed the steps above, the need to phone the local Police should not be more than 2 hours after the student has been reported missing.

The following information should be given to the local Police:

- The House Parent's contact details and the student's mobile number
- Name of the missing student
- Age of the missing student
- Length of time unaccounted for.
- Last known location.
- Detail of clothing worn, if known.
- Where the Police should report on arrival.

Once the local Police arrive, all relevant parties, and others if requested, will assist in any search procedure instigated by the senior Officer in charge.

All relevant information about the student must be given to the local Police Officer in charge at this stage.

The next-of-kin/guardian should be kept informed of all developments.

Evenings / Night Time

Using discretion, the same procedure should be followed as stated above. The Houseparent has the right to contact anyone at any time to seek information.

Student (s) missing from a boarding house at night

In a case where a member of the boarding team on duty discovers that a pupil is missing from his/her bed at night time, the procedure outlined below will operate.

1. Check the public areas of the boarding house – bathrooms, toilets, common rooms and kitchens.
2. Check the rooms of other students in the year group/friendship group of the missing student and establish whether anyone else is missing. Note carefully who is absent if there are other empty beds.
3. Call the student's mobile phone number.

Once it is established that there is no simple explanation for the student's absence, the boarding staff should ring the Deputy Principal Pastoral & Wellbeing and discuss the situation.

The Deputy Principal Pastoral & Wellbeing will decide whether to institute a bed-check.

When a bed-check is requested, Heads of Houses or boarding staff should check the beds throughout their House and make careful note of any pupil who is absent.

NB the priority is to check all the beds as quickly as possible rather than to go looking for individuals.

Each Houseparent should then report the situation in his/her house to the Director of Boarding who will inform Deputy Principal Pastoral.

The Deputy Principal Pastoral will then determine what action needs to be taken – e.g. contact the Principal, contact the police, or make a search of the College/its environs.

At all stages, House Parents or boarding staff are advised to make written notes so that they have clear information that can be referred to in case of dispute with students or parents after the event.

When a search procedure has had to be instigated, the boarding staff should write a brief report analysing any lessons learned and any points which may help in future search procedures. The report should also make clear any reasons given by the student for being missing. This should be sent to the Deputy Principal Pastoral & Wellbeing.

3.2 Students Missing from Education

Continuous unexplained absence, or a pattern of frequent unexplained absenteeism could potentially indicate safeguarding concerns such as abuse, neglect, child sexual exploitation, travelling to conflict zones, Female Genital Mutilation (FGM) or forced marriage.

In keeping with regulatory obligations, OIC Brighton will inform the relevant authority of any student who is going to be deleted from our College Admissions Register where the student:

- has been taken out of College by the students' parents and is being educated outside the College system (e.g., home education);
- has ceased to attend college;
- has been certified by a relevant medical practitioner as unlikely to be in a fit state of health to attend College before ceasing to be of compulsory College age, and neither the student nor their parent(s) has indicated the intention to continue to attend this College after ceasing to be of compulsory College age;
- is in custody for a period of more than four months due to a final court order and we as a College do not reasonably believe they will be returning to the College at the end of that period; or,
- has been permanently excluded.

The notification will be made to the LA by the Attendance Officer in conjunction with the Senior Attendance Champion and Head of Year as soon as the grounds for deletion are met, but no later than deleting the student's name from the register. Notification is made using the LA returns form and sent via email.

We will also inform the local authority of any student who fails to attend college regularly, or has been absent without the college's permission for a continuous period of 10 College days or

more; these are identified using codes (G, N, O and U) If the student is a visa sponsored student, UKVI may be notified of the absence and sponsorship of the student withdrawn. In addition, students who have been recorded as code I (illness) for 15 consecutive College days or more must also be reported to the LA.

The subject of students missing lessons, and the action to be taken, is covered in the College's Safeguarding policy.

3.3 National Framework for Penalty Notices

As per the National Framework for Penalty Notices, as OIC Brighton is an independent college, the college are exempt from issuing penalties (DfE para 176.) and instead will acknowledge any absences on a case-by-case basis to the local authority (Brighton and Hove). OIC Brighton will follow through meticulously with an attendance support plan and will alert the LA of the students' home address where necessary for any student that has missed 10 or more College days (identified by codes N, O, U or G) or have been sick for 15 or more College days (identified by code I).

4. Site Security

4.1 CCTV

CCTV is in place around the campus to always ensure the safety of the students. Security alerts are routed to the on-call member of the estates team, usually the resident Estates Manager. Entry and exit points to the campus are monitored by CCTV.

4.2 Visitors

Visitors to the college are required to obtain an identification badge from reception upon arrival at the College and are accompanied around the campus by a member of staff during their visit. Clear signage directs all visitors to the Main Reception, and all staff are trained to challenge anyone onsite not wearing a visitors' badge.

4.3 Restricted Access

Areas of the campus where students are not allowed access without a member of staff are clearly marked and explained to all students as part of induction. Out of bounds details are clearly outlined in the Student Handbook and may be updated e.g. if there are construction works or in response to changes to daylight hours. Sanctions will be applied for any students not complying with these rules of access.

Where applicable, doors have SALTO access ensuring that only those with appropriate permissions can access specific areas of the College buildings.

5. Related Documentation

This Policy should be read in conjunction with DfE guidance:

[Working together to improve College attendance \(applies from 19 August 2024\)
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Supporting pupils with medical conditions at College - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Education for children with health needs who cannot attend College - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Promoting and supporting mental health and wellbeing in Colleges and colleges - GOV.UK
\(www.gov.uk\)](https://www.gov.uk)

Parental responsibility measures for College attendance and behaviour [and attendance
https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-)

Children missing education
<https://www.gov.uk/government/publications/children-missing-education>

Keeping Children Safe in Education 2025
[Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Appendix A: Codes

Attendance Code	Nature of code	Meaning of code
C	Authorised	Leave for exceptional circumstances
C1	Authorised	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Authorised	Leave of absence for a compulsory College age pupil subject to a part-time timetable
E	Authorised	Excluded or suspended
I	Authorised	Illness
J1	Authorised	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Authorised	Medical or dental appointment
R	Authorised	Religious observance
S	Authorised	Study leave
T	Authorised	Parent travelling for occupational circumstances
B	Not classified as an absence	Any other approved educational activity, off-site
D	Not classified as an absence	Dual-registered at another College
K	Not classified as an absence	Attending education provision arranged by the local authority
L	Not classified as an absence	Late arrival before the register is closed
P	Not classified as an absence	Participating in a sporting activity off-site
V	Not classified as an absence	Attending an educational visit or trip
W	Not classified as an absence	Work experience
\	Present AM	Present
/	Present PM	Present
#	Not a possible attendance	Planned whole College closure – no session to take place
Q	Not a possible attendance	Unable to attend the College because of lack of access arrangements
X	Not a possible attendance	Non compulsory College age, pupil not required to attend
Y1	Not a possible attendance	Unable to attend due to transport normally provided not being available
Y2	Not a possible attendance	Unable to attend due to widespread travel disruption
Y3	Not a possible attendance	Unable to attend due to part of the College premises being closed



Y4	Not a possible attendance	Unable to attend due to the whole College site being unexpectedly closed
Y5	Not a possible attendance	Unable to attend as pupil is in criminal justice detention
Y6	Not a possible attendance	Unable to attend in accordance with public health guidance or law
Y7	Not a possible attendance	Unable to attend because of any other unavoidable cause
Z	Not a possible attendance	Prospective student on roll
N	Unauthorised	Reason for absence not yet established
O	Unauthorised	Unauthorised absence or in unknown circumstances
U	Unauthorised	Arrived in College after registration closed
G	Unauthorised	Unauthorised holiday during term time

Appendix B: Absence Checklist

Absence checklist

If following looking in the obvious places for a student (Lesson, Bedroom, Common Areas) they still cannot be found, then the below checklist should be referenced:

CHECK	Y	N
Immediately email boarding and teaching staff to ask if anyone has seen the student or knows of their whereabouts. Do NOT wait for a response but keep an eye on your phone for when a response is received.	<input type="checkbox"/>	<input type="checkbox"/>
Check on Involvement which classroom the student should be in, and check that room to see if they are there. Check ISAMS in case there has been a room change.	<input type="checkbox"/>	<input type="checkbox"/>
Check with Attendance Officer / Student Services to see if the student has a music lesson / assessment / internal meeting.	<input type="checkbox"/>	<input type="checkbox"/>
Check REACH for any leave requests and ask security if the student has signed out of school (e.g. for a bank or GP appointment).	<input type="checkbox"/>	<input type="checkbox"/>
Check if the student is in the medical centre to see if they are unwell.	<input type="checkbox"/>	<input type="checkbox"/>
Check SALTO logs for last use of ID Card.	<input type="checkbox"/>	<input type="checkbox"/>
Go to the student's boarding house to see if they have returned to their bedroom, check if there is evidence of them having departed.	<input type="checkbox"/>	<input type="checkbox"/>
Go to the classroom to see if the student has now arrived back in their lesson.	<input type="checkbox"/>	<input type="checkbox"/>
Send a message to the student via Teams and try their mobile.	<input type="checkbox"/>	<input type="checkbox"/>
Check with close friend(s) for any further information.	<input type="checkbox"/>	<input type="checkbox"/>
Check with staff to confirm the last sighting of the student.	<input type="checkbox"/>	<input type="checkbox"/>
Check the common areas around the school, especially where the student was last seen.	<input type="checkbox"/>	<input type="checkbox"/>

Ensure there is a final check of the following areas:

- | | | |
|---------------------------------------|---------------------------------------|--|
| 1. Ainsworth <input type="checkbox"/> | 4. Kepler <input type="checkbox"/> | 6. Turing <input type="checkbox"/> |
| 2. Gilbert <input type="checkbox"/> | 5. Ovingdean <input type="checkbox"/> | 7. Wellbeing walk <input type="checkbox"/> |
| 3. Gym <input type="checkbox"/> | | |

Report student absence to Principal and Deputy Principal Pastoral & Wellbeing for further action to be taken (Bodet Announcement, Fire Alarm, Call Police).	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------



**OXFORD
International
College
Brighton**
A NORD ANGLIA EDUCATION SCHOOL