

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:	October 2025
NEXT REVIEW:	October 2026

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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.

1. Supervision of Students

1.1 Staff Responsibilities

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 'Keeping Children Safe in Education' 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.

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 are able to seek medical and pastoral support at any time by following guidance which is displayed throughout the College and by going to the 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). 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 onsite, 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 onsite 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 Keeping Children Safe in Education 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 schools and residential campuses.

2. Registration

There are AM and PM registrations for all students on every school day as well as registrations at every lesson, and additional evening and weekend registrations for boarding students. The AM and PM and lesson registrations are recorded on ISAMS, the College Management Information System. Boarding registers are recorded on Reach.

2.1 Weekdays

An initial registration on Reach for boarders is held within the boarding houses each morning. Any absentees at this point will be known by the House Parent and followed up by them, any students that are still marked as absent at 8:20am will be followed up by the attendance officer.

Morning registration takes place for all students in tutor groups between 8.30am and 9.00am and is recorded on ISAMS. Afternoon registration takes place in period 5 classes (or in reception for year 12 and year 13 students without lessons) and is recorded on ISAMS.

A student who arrives after 8:35am is marked late, and a note is made in the register of how late they were. Students who are late on a regular basis will be followed up, to find out the reasons and to put a plan in place to rectify regular lateness.

If a day student is not in class by 9.20am and there is no advance information to report illness or unavoidable delay from parents, they are marked as absent without authorisation.

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, below).

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: 
- 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  button pressed.
- 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 5 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.

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 school day. 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 school 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 (using attendance@oicbrighton.com) 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 DPA 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. 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 are able to 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.

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 in order to make progress in learning and to participate fully in the life of the College.

To that end, students' attendance is robustly tracked and monitored and procedures put in place where concerns exist around a student's attendance at College and / or in lessons and activities.

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. We 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.

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. There are interventions for students at 5, 10 and 15 demerits where parents are made aware of the reason for these demerits including if there are any attendance concerns.

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 DPA 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, 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. 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 B&H attendance 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.

3. Unauthorised Absences

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

- Try to make contact with the student concerned via Teams 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 student's friends to see if they know something about the student's movements.
- Contacting the student's emergency contacts / guardian.
- For local students, contact the student's parents to see if the student may have gone home without notifying us in advance, or if they are able to give us any relevant information of which we 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 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.

The Deputy Principal will then determine what action needs to be taken – e.g. contact the Principal, contact the police, or make a search of the school/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 school Admissions Register where the student:

- has been taken out of school by her/his parents and is being educated outside the school 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 school before ceasing to be of compulsory school age, and neither the student nor his/her parent(s) has indicated the intention to continue to attend this College after ceasing to be of compulsory school age;
- is in custody for a period of more than four months due to a final court order and we as a school do not reasonably believe s/he will be returning to the school at the end of that period; or,
- has been permanently excluded.

The notification will be made as soon as the grounds for deletion are met, but no later than deleting the student's name from the register.

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 school days or more. If the student is a visa sponsored student, UKVI may be notified of the absence and sponsorship of the student withdrawn.

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

4. Site Security

4.1 CCTV

CCTV is in place around the campus to ensure the safety of the students at all times. 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 school 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 are able to access specific areas of the College buildings.

5. Related Documentation

This Policy should be read in conjunction with DfE guidance:

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

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

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

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

Parental responsibility measures for school 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)