GREENE'S COLLEGE OXFORD

Attendance Policy

This policy was adopted in August 2026.

This policy is due to be reviewed in August 2027.

The person responsible for the implementation of this policy is the College Principal.

It is the responsibility of the College's Governing Body to ensure that this policy is reviewed and updated annually.

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Policy aims and measures

This policy aims to address the College's position on student attendance and to outline the College's procedures in relation to student attendance.

Greene's recognises that attendance – and maintaining a high rate of attendance – is a vital element in ensuring that students succeed in their studies and realise their desired academic outcomes. Greene's recognises its duty as an educational establishment to monitor and report on student attendance, to intervene when student attendance fails to meet the College's expectations, and to consult and inform UK Visa and Immigration authorities to ensure compliance with regard to attendance of international students.

As a general rule, Greene's expects students to attend no less than 96% of their subjects and personal tutorials. The Academic Administrator maintains a student attendance tracker and provides weekly updates on student attendance. Where student attendance drops below this level, the College will engage in a series of intervention in order to improve the rate of attendance.

Interventions will vary in severity according to the length and frequency of the absences. Such interventions may include:

- Informal conversations with the Personal Tutor or Academic Administrator
- Back-to-work action plans and follow-up sessions
- Formal meetings with the Academic Director
- Formal meetings with the College Principal
- Removal from the College
- Withdrawal of Sponsorship (for international students)

Authorised leave of absence

An authorised leave of absence is an instance where the College has approved of a student absence where the student has indicated ahead of time that they would not be able to attend. This might be for an important medical appointment or attendance at a university interview etc.

Students may apply for a leave of absence by complete a 'Leave of Absence Form' in the following manner:

1. A 'Leave of Absence Form' must be submitted at least four weeks in advance of the intended period of absence. It is very important to note that the College reserves the right to decline all requests and cannot guarantee that any particular

request to miss scheduled tuition will be granted.

2. The student will then need to complete a 'Leave of Absence' form. A parent or guardian must also sign this form to verify the reason for the intended absence. The form then needs to be countersigned by the Personal Tutor.

3. The completed form should be returned to the Academic Administrator who will make a note on the student's attendance record.

4. If the request for permission for leave is granted, the subject tutors will be notified of the student's intended absence. Tutorials will not be rescheduled.

5. It is the responsibility of the student to ask for, and complete, the work that they will have missed.

Absence procedure for illness

Where a student misses tuition on the grounds of illness, the monitoring procedure will be as given below.

1. If a student becomes ill, and is unable to attend a tutorial, they must first notify the College by sending an email as soon as possible.

2. They should then make direct contact with their subject tutor by sending an email. They will also need to ask the subject tutor for the work that they have missed in the tutorial.

3. They will be expected to attend the next tutorial after the one cancelled as originally scheduled unless they give any further notification.

4. They should expect the College to request a written note from the student's doctor (GP) if they are absent for illness for at least three consecutive days on which tuition is scheduled.

5. On the day on which the student returns to College after an absence, they will need to meet with the Personal Tutor for a 'back to work' review. At this meeting, the student will complete an 'Absence' form and review their current attendance statistics. If there is cause for concern, an action plan will be set.

6. If the student is under 18, they will be given an absence form

for parental signature to confirm the reason for the absence.

7. If the student is absent for tutorials on four or more days within the same month without good reason, the Personal Tutor will arrange a meeting to discuss the situation. This may result in a formal warning.

8. Where attendance does not improve to a satisfactory level, the student's parents will be invited to attend a formal meeting with the Academic Director. This constitutes a second warning.

9. If absences persist, whether regularly or spasmodically, the Academic Director will refer the matter formally to the College Principal. As a final sanction, we may ask the student to leave Greene's.

10. Any missed tutorials will not be rescheduled.

Reporting lateness

If a student realises that they are going to be late to a tutorial, they will be expected to inform their subject tutor(s) and the College to explain clearly the circumstances behind the lateness.

Absences for International Students

Greene's recognises that it is a serious matter for international students to fail to attend tutorials or other contact points across the weekly timetable.

International students will be made aware that any unjustified absence will be carefully logged so that accurate information can be made available to U.K. Visas and Immigration (UKVI).

Where an international student fails to attend ten consecutive contacts points, Greene's will inform the appropriate authorities at UKVI.

In cases of prolonged absence without justification, Greene's may be required to withdraw sponsorship of international students and notify UKVI.