

North America Student Attendance Policy

OIEG Oxford International Education Group

Name of Institution

7th February, 2022

4th November, 2024

Attendance Policy

Name of Policy

Effective Date

Revision Date

1. The minimum attendance requirements for students are as follows:
 - Students must attend classes regularly and maintain an attendance average above 80%.
 - Students who are more than 10 minutes late must wait until after break to enter class

2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
 - Students who regularly miss class may lose the right to attend the class they have been missing.
 - Truant students must speak with the Director of Studies in order to be allowed to attend further classes.
 - If a student is absent for more than 9 consecutive school days without notifying OIEG Oxford International Education Group – North America, they will be classified as having dropped out.
 - Students who have less than an 80% attendance average may not receive a certificate

3. The process by which students must report an absence is as follows:
 - Adult students must contact the Director of Studies by email or call the school directly to inform the school that they will be absent.
 - Students wanting to take a vacation must submit a request 4 weeks in advance of the intended vacation start date and are subject to a change fee if they want to extend their studies to make up for their vacation time. Students may take a 2-week (10 business day) holiday for every 12-week term of study.

Minors 18 and under:

- Students must attend all classes unless they are ill. In the event of illness student's host family must call the school to notify the staff of their condition.

Vancouver (Head Office) – 250 - 815 W Hasting St, Vancouver BC V6C 1B4 | +1 (604) 688 7942

Toronto 220 - 111 Peter St, Toronto ON M5V 2H1 | +1 (416) 542-1626

Halifax – 1801 Hollis Street, Halifax, NS B3J 3N4 | +1 (902) 491-1526

New York City - 47 West 34th 4th Floor New York City NY 10018 | +1 (646) 767-0081

canada@oxfordinternational.com

- If a student is under 16 years of age, they must receive permission from OIEG Oxford International Education Group – North America staff to leave the school building at any point during the day.
- If a student is under 13 years of age, they must have supervision while travelling to and from school.

Student who wish to communicate an absence, must direct it to the local managing team of each Oxford International North America campus:

	School phone number	1st contact	2nd contact
Halifax	+1 (902) 491 - 1526	Director of Studies: Gareth Jenkins gjenkins@oxfordinternational.com	School Director: Katie Christie kchristie@oxfordinternational.com
Toronto	+1 (416) 542 - 1626	Director of Studies: Byron Chan bchan@oxfordinternational.com	School Director: Kelly Rooney krooney@oxfordinternational.com
Vancouver	+1 (604) 688 - 7942	Academic Director: Nathalia Carmo ncarmo@oxfordinternational.com	VP of Language Programs: Alex Dolata adolata@oxfordinternational.com
New York	+1 (212) 967 - 9927	Director of Studies: Jamie Grafton jgrafton@oxfordinternational.com	School Director: Phillip Wright pwright@oxfordinternational.com

Vancouver (Head Office) – 250 - 815 W Hasting St, Vancouver BC V6C 1B4 | +1 (604) 688 7942

Toronto 220 - 111 Peter St, Toronto ON M5V 2H1 | + 1 (416) 542-1626

Halifax – 1801 Hollis Street, Halifax, NS B3J 3N4 | + 1 (902) 491-1526

New York City - 47 West 34th 4th Floor New York City NY 10018 | +1 (646) 767-0081

canada@oxfordinternational.com