



CSA Policy

August 2025

Document Quality Control

Original

Version	Author	Date	Reviewed By	Date
December 2018	Lisa Morton	December 2018	Gareth Collier	January 2019

Document Reviews/Updates

[illegible]

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Policy

1.0 Introduction

- 1.1 At Cardiff Sixth Form College, the safety and security of all pupils is paramount. As such, the health, happiness and safety of all pupils at the college is always considered, extending further to those students who are classified on entry as a pupil of Compulsory School Age (CSA). Following the Education Act 1996 (Section 8) in England and Wales:
 - A child begins to be of CSA on the start date of the term following their fifth birthday or that day if their fifth birthday falls on the day the term starts.
 - A child ceases to be of CSA on the last Friday in June in the academic year in which they reach the age of 16 or if they reach 16 after the last Friday in June but before the start of the new school year.
- 1.2 Therefore, all students who begin the academic year as CSAs remain CSAs until the last Friday in June.
- 1.3 This policy outlines set responsibilities and college procedures for all pupils that fall in the above category.

2.0 Responsibility

- 2.1 All college staff have responsibilities for ensuring that the college operates within the legal framework for looking after and caring for CSA pupils. The SLT is responsible for implementing the policy throughout the college and ensuring that staff dealing with these students daily are appropriately briefed regarding the procedures outlined herein.
- 2.2 All staff members are responsible for being alert to and recognising CSA students and ensuring their safety, on and off-site.

3.0 Procedures for Children of Compulsory Age

- 3.1 **Main College**
 - 3.1.1 Pupils at the college, during college hours, have a designated Head of House (HoH) (Y12-13) or Director of Lower School/Assistant Director of Lower School (DLS/ADLS) (Y10-11), who monitors their attendance, behaviour and welfare. Each HoH or DLS/ADLS responsible for a CSA pupil knows their timetables and immediately if a student is not present in a lesson. The team also maintain regular contact with parents and guardians of CSA pupils.
 - 3.1.2 If a teacher is absent, Heads of Faculty, the HoH team, the DLS/ADLS, and the cover supervisor will provide appropriate cover/supervision for CSA students, following the procedure as set out in the Staff Absence Notification & Cover Policy.
 - 3.1.3 CSA pupils have a set PSE and RSE (Personal and Social Education and Relationships and Sexuality Education) programme, covering the requirements of the Welsh Government.
 - 3.1.4 All CSA GCSE pupils have grey lanyards and CSA Year 12 students have blue lanyards. Students must not leave college premises at any point during the college timetabled day

and, upon leaving after college has finished, must be accompanied by a group of students or a staff member to return to accommodation.

3.1.5 To ensure that CSA students mix appropriately with AS and A2 students, shared college pastoral events and extra-curricular activities occur that allow pupils of CSA age to embed themselves within the college community. All CSA students have access to the bespoke college pastoral programme – CREATE©, which enables them to engage in college activities and events and with the wider local community.

3.1.6 Students must complete leave requests one week before the leave is due and have permission from their Head of House and the DLS or ADLS before the leave is approved. Any CSA leave must also include ID checks of appropriate adults the student is staying with and additional checks from parents and guardians that they are happy with their child taking leave.

3.2 Accommodation

3.2.1 In addition to the above, there are further procedures for those CSA students who reside within college accommodation. These are set out in the Boarding Handbook

3.3 Pastoral Care

3.3.1 CSA students are monitored and cared for like all other students at CSFC. However, there are additional procedures within boarding to ensure they maintain a balanced and healthy lifestyle. The medical team conduct regular health check-ups, which may include BMI checks. In addition, boarding staff monitor takeaway meals taken by CSA students. All CSA students have supervised prep times to help with their academic studies, which school prefects and House Staff attend.

3.3.2 House staff organise dining sessions in which CSA students dine with other students of CSA age, thus allowing students to socialise with students of the same age. It also provides a home-from-home feel, something which the college values.

3.3.3 Students of CSA age are not permitted to stay out past 21:00, and a strict curfew is in place.

3.3.4 During free time and on weekends, a range of activities are available for CSA pupils, and those pupils wishing to engage in shopping must only ever go out when accompanied by two other students. Staff will always do their best to accommodate any activity requests for CSA pupils. However, adequate notice is required if this involves travel to another city. If additional staffing is not possible, the college reserves the right to decline any CSA activity or super-circular involvement requests in the interests of pupil safety.

3.4 CSA Rules

3.4.1 Male and female accommodation areas must be kept separate.

3.4.2 Male and female accommodation areas are single-gender only, and access to a floor/building of the opposite sex is prohibited.

3.4.3 All ovens and cooking equipment in cluster kitchens are disabled. Any students wishing to cook should do so in the CSA dining room under the supervision of a staff member. Students must always follow instructions or requests given by house parents regarding these matters.

3.4.4 All other rules are covered in the Rewards & Sanctions Policy.

4.0 In Summary

1. A child ceases to be of compulsory school age on the last Friday in June in the academic year in which they reach the age of 16 or if they reach 16 after the last Friday in June but before the start of the new school year.
2. All staff members are responsible for being alert to and recognising CSA students and ensuring their safety, on and off-site.
3. Pupils at the college, during college hours, have a designated Head of House (HoH) (Y12-13) or Director of Lower School/Assistant Director of Lower School (DLS/ADLS) (Y10-11), who monitors their attendance, behaviour and welfare.
4. If a teacher is absent, Heads of Faculty, the HoH team, the DLS/ADLS, and cover supervisor will provide appropriate cover/supervision for CSA students.
5. Students of CSA age are not permitted to stay out past 21:00, and a strict curfew is in place.
6. Male and female accommodation areas are single gender only, and access to a floor/building of the opposite sex is prohibited.