Attendance Policy

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Document Quality Control

Original

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Document Reviews/Updates

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1. Purpose & Scope

This Attendance Policy sets out the expectations for student attendance at CSFC Cambridge. The college promotes a culture in which attendance and punctuality are highly valued, and supports all students to access a full educational programme.

The policy applies to:

- all students including day and boarding students

- students sponsored under UKVI regulations

2. Statutory & Regulatory Framework

This policy is compliant with:

- DfE *Working Together to Improve School Attendance* (statutory from August 2024)

- The Education (Independent School Standards) Regulations 2014 (as amended)

- ISI Education Quality Inspection Framework

- The School Attendance (Pupil Registration) (England) Regulations 2024

- Keeping Children Safe in Education 2025 (KCSIE)

- UKVI sponsorship requirements

All actions relating to attendance will also consider safeguarding, wellbeing and equality duties.

3. A Whole-College Culture of Attendance

CSFC Cambridge actively promotes the importance of good attendance and punctuality through lessons, house meetings, assemblies and the PSHE programme. Attendance messaging is positive and solutions-focused.

Attendance data, patterns and trends are monitored by Heads of Houses and reviewed weekly by the Senior Attendance Champion.

References for universities may include comments about attendance and punctuality; therefore unauthorised absence will always be challenged.

4. Responsibilities

4.1 The College

The college will:

- maintain electronic registers using DfE attendance codes

- monitor daily and lesson-by-lesson attendance

- intervene early where attendance concerns arise

- support students with medical needs, SEND or wellbeing needs

- take account of safeguarding concerns

- notify UKVI as required for sponsored students

4.2 Senior Attendance Champion

The Vice Principal Pastoral and is responsible for:

- strategic attendance oversight

- reporting patterns, trends and risk

- ensuring compliance with statutory guidance

- liaising with Heads of House, Boarding and DSL

- ensuring suitable intervention is in place

4.3 Heads of Houses

Heads of Houses and Attendance Administrator:

- monitor attendance

- follow up unexplained absence

- communicate concerns with parents

- implement attendance support plans

- liaise with SLT and DSL

4.4 Parents/Guardians

Parents/guardians of day students must:

- notify absence before 08:30 on the first day

- provide evidence where requested

- ensure compulsory school aged students attend

5. Expectations for Attendance

All students are required to attend all timetabled lessons, PSHE, enrichment and academic support lessons, unless authorised by the college (e.g., illness or approved leave).

The college reserves the right to challenge poor attendance at any stage.

6. Illness & Medical Absence

Students who are ill should remain in contact with houseparents and the college nurse. Illness certified by college personnel is considered authorised absence.

Students requiring prolonged absence for medical reasons must:

- provide a medical report from a medical professional

The college may implement a Pastoral Support Plan for prolonged, repeated or medically-related absence.

7. Medical Support & Returning to Study

Students returning after prolonged illness may be required to demonstrate medical fitness. The college reserves the right to determine suitability to resume education.

8. Day Student Procedure

- Parents/guardians must notify the college before 08:30 on the first day of absence.

- A medical certificate is required for absence exceeding seven consecutive college days.

Parents must notify the college of contagious or infectious illness immediately.

9. Leave of Absence

Leave may be granted for the following reasons:

- medical treatment

- interviews

- essential appointments

- family emergencies

- religious observance

Requests must be submitted through REACH; approval lies with the Housemaster and Heads of Houses.

The college will not ordinarily permit holidays during term time.

10. Attendance for Sponsored Students (UKVI)

International students sponsored by CSFC must adhere to all visa requirements and report illness and absence promptly. Unauthorised or extended absence may be reported to UKVI in line with sponsorship regulations.

11. Registers & Data

- Registers are taken for every timetabled lesson

- Records are retained for six years in line with Regulation 2024

- Lesson registers are reviewed weekly

- Persistent lateness may be marked as unauthorised absence

12. Safeguarding (KCSIE 2025)

Attendance concerns are a safeguarding concern. Staff must report persistent, unexplained or concerning absences to the DSL.

Attendance patterns may indicate:

- mental health concerns

- exploitation

- abuse

- bullying

- wellbeing difficulties

- family concerns

13. Interventions and Sanctions

Stage 1 – Verbal Warning (VW1)

Issued when:

- unauthorised absence reaches 5%; or

- 5 late arrivals without valid reason

Parents are notified. A CSA may be placed on an 8-week attendance contract.

Stage 2 – Formal Warning (FW)

Triggered if unauthorised absence reaches 10%.
 A written formal warning is sent and a four-week attendance contract is implemented.

Stage 3 – Senior Management Review

If no improvement is made an SLT meeting will be held to assess commitment and support.

Stage 4 – Withdrawal of Place

If attendance continues to be poor the college may determine continuation on the programme.

14. Compliance Monitoring

The Senior Attendance Champion reports attendance data to SLT. The policy is reviewed annually and whenever major regulatory changes are made.

15. Communication

This policy is available:

- Staff Handbook

- Boarding Handbook

- Student Induction

- College Website

Updates will be communicated to staff and parents annually.

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