



Attendance Policy

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1. Purpose and Scope

This Attendance Policy sets out the expectations, procedures and support systems relating to student attendance at CSFC Cambridge.

This policy has been developed in consultation with the Department for Education's statutory guidance:

Working Together to Improve School Attendance (DfE, August 2024)

It reflects the statutory expectation that schools:

- Promote a culture of high attendance
- Ensure accurate and timely recording
- Intervene early where concerns arise
- Work in partnership with families
- Safeguard students effectively

This policy applies to:

- All students (day and boarding)

Attendance is a safeguarding priority.

2. Statutory and Regulatory Framework

This policy complies with:

- *DfE Working Together to Improve School Attendance (August 2024)*
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Independent School Standards) Regulations 2014 (as amended)
- Keeping Children Safe in Education 2025 (KCSIE)
- ISI Education Quality Inspection Framework
- UKVI sponsorship requirements

All attendance decisions take account of safeguarding, wellbeing and equality duties.

3. Expectations for Attendance (EXPECT)

In line with DfE guidance, the College sets high expectations for attendance and punctuality.

Students are required to attend all sessions for which they are formally timetabled, including:

- Academic lessons
- PSHE
- Enrichment
- Academic support
- Assembly
- House Meetings

Students are only required to attend sessions that appear on their individual timetable. They are not required to attend or register during periods when they are not timetabled.

Students must arrive on time to every timetabled lesson.

The College does not ordinarily authorise holidays during term time.

Students will be notified when their attendance falls below 92% and intervention is triggered when it falls below 90%.

4. Compulsory School Aged Students (CSA)

In accordance with statutory expectations for compulsory school-aged students:

- During lesson time, CSAs must either be in a timetabled lesson or in the designated study area.
- CSAs must sign in with Reception when entering the study area.
- If leaving the study area during lesson time, CSAs must inform Reception staff and clearly state where they are going.
- Failure to comply with these expectations will be treated as an attendance and safeguarding concern.

These arrangements ensure appropriate supervision, safeguarding and accurate recording in line with DfE guidance.

5. Recording and Monitoring Attendance (MONITOR)

5.1 Registers

- A register is taken for every timetabled lesson.
- DfE attendance codes are used.
- Registers are legal documents.
- Records are retained for six years in accordance with statutory requirements.

Teachers record attendance at the start of each lesson.

If a student arrives after the lesson has begun:

- The teacher will record the student as late.
- The number of minutes late will be recorded.

5.2 Live Monitoring

The Attendance Administration Assistant monitors attendance throughout the day to ensure the most accurate record possible.

Where a student fails to attend a timetabled lesson without explanation:

- Immediate follow-up action is taken – the head of house is informed and appropriate intervention is considered. This could be, but not limited to, contacting parents, detention, attendance contract.
- Heads of House are informed by the attendance administrator.
- Safeguarding procedures are followed if necessary.

Attendance data, patterns and trends are reviewed weekly by the Senior Attendance Champion.

6. Roles and Responsibilities

6.1 The College

The College will:

- Promote a culture of good attendance

- Maintain accurate electronic registers
- Identify emerging concerns early
- Provide support where barriers are identified
- Consider safeguarding factors in all decisions
- Fulfil UKVI reporting duties

6.2 Senior Attendance Champion

(Vice Principal Pastoral)

Responsible for:

- Strategic oversight of attendance
- Monitoring trends and risk
- Ensuring compliance with statutory guidance
- Coordinating proportionate intervention
- Reporting to SLT

6.3 Heads of House and Attendance Administrator

Responsible for:

- Daily monitoring of attendance
- Prompt follow-up of unexplained absence
- Communicating with parents/guardians
- Implementing attendance support plans
- Liaising with SLT and DSL

6.4 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 regularly

Boarders must follow the College's REACH leave procedures.

7. Absence Procedures (LISTEN & UNDERSTAND)

In line with DfE guidance, the College adopts a support-first approach and seeks to understand barriers to attendance before escalation.

7.1 Reporting Absence (Day Students)

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

The College determines whether absence is authorised in accordance with statutory guidance.

Authorised absence may include:

- Illness (verified where appropriate)
- Medical treatment
- Essential appointments
- Interviews
- Religious observance
- Family emergencies

A medical certificate may be required for absence exceeding seven consecutive College days.

7.2 Boarders – Weekend and Holiday Leave

All leave requests for boarders, including:

- Weekend leave
- Half-term and holiday travel arrangements
- Overnight leave during term time

must be submitted in advance through **REACH**.

Requests must include full details of:

- Destination
- Travel arrangements
- Supervising adult (where applicable)
- Contact information

Approval is required before leave is taken.

Full details of:

- The leave request process
- Authorisation criteria
- Safeguarding expectations
- Travel supervision requirements

are set out in the **Boarding Handbook**.

Leave will only be authorised where it meets safeguarding expectations and College procedures. Failure to follow the REACH process may result in the absence being recorded as unauthorised and treated as a safeguarding concern.

8. Medical Absence and Return to Study (FACILITATE SUPPORT)

Students who are unwell must remain in contact with house staff and the College nurse.

For prolonged or repeated medical absence:

- Medical evidence will be required
- A Pastoral Support Plan may be implemented
- A phased return may be agreed where appropriate

The College reserves the right to determine suitability to resume full study following prolonged absence.

9. Intervention and Escalation (FORMALISE SUPPORT → ENFORCE)

Attendance concerns may include:

- Unauthorised absence
- Persistent lateness
- Patterns of absence
- Declining attendance

Where concerns arise:

Stage 1 – Attendance Concern

- Verbal warning
- Parent notification
- Monitoring period

Stage 2 – Formal Warning

- Written warning
- Attendance contract

Stage 3 – Senior Management Review

- SLT meeting
- Review of support and expectations

Stage 4 – Review of Continuation

- The College may review suitability to remain on programme

Intervention remains proportionate and support-focused, in line with DfE guidance.

10. Safeguarding

In accordance with *Working Together to Improve School Attendance (August 2024)* and KCSIE 2025:

Attendance concerns are safeguarding concerns.

Unexplained absence is followed up promptly.

Patterns of absence may indicate:

- Mental health difficulties
- Exploitation
- Abuse
- Bullying
- Family concerns

Staff must report concerns to the DSL.

11. Attendance for Sponsored Students (UKVI)

International students sponsored by the College must comply with visa conditions.

Unauthorised or extended absence may be reported to UKVI in accordance with sponsorship regulations.

12. Review and Publication

The Senior Attendance Champion reports attendance data to SLT.

This policy is reviewed annually or in response to regulatory change and is published in:

- Staff Handbook
- Boarding Handbook
- Student induction materials
- College website