



Attendance Policy

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Document Quality Control

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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. See Addendum.
- 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

(Clair Curtis-Dyke - Vice Principal Pastoral & Boarding - clair.curtis-dyke@ccoex.com)

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

Annex A - attendance Codes

DfE codes used: The codes below reflect the ones used most often/most likely at CSFCC. It is not an exhaustive list and codes will be added in accordance with DfE guidance when appropriate to the needs of the college.

Code	Meaning	Criteria	Statistical Value
/	Present in Lessons AM	Must be in lessons and should not be recorded as present if they are not seen.	Attending (present)
\	Present in Lessons PM	Must be in lessons and should not be recorded as present if they are not seen.	Attending (present)
L	Late arrival - minutes will be recorded.	The pupil was absent when the register started being taken but arrives before the register the end - minutes late will be recorded.	Attending (present)
V	Attending an Educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. If the pupil does not attend the visit or trip the school must	Attending an approved educational activity (present)

		record the pupil's absence using the relevant absence code.	
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<p>The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a 	Attending an approved educational activity (present)

		<p>person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</p>	
W	Attending Work Experience	<p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the 	Attending an approved educational activity (present)

		appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	
B	Attending any other approved Educational Activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. Can only be approved as above criteria.	Attending an approved educational activity (present)
M	Leave of absence for Medical or dental Appointment	We encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	In most cases at CSFCC, this will be to attend an interview for admission to another educational institution	Authorised absence

S	Leave of absence for Studying for public examination	Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. CSFCC will maintain provision for those pupils who want to continue to come into school to revise.	Authorised absence
C	Leave of absence exceptional circumstances	CSFCC are able to grant leave of absence at our discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.	Authorised absence
R	Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away. If a religious body sets apart a single day for a religious	Authorised Absence

		observance and the parent applies for more than one day, the college may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.	
I	Illness (not medical appointment)	The pupil is unable to attend due to illness (both physical and mental health related).	Authorised Absence
E	Suspended or Permanently excluded with no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.	Authorised Absence
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.	Unauthorised absence
N	Reason for absence not yet established	Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason	Unauthorised absence

		<p>for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p> <p>Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p>	
0	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence

Z	Prospective pupil not on admission register	<p>To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the 91 prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority coordinate in-year applications for school places. Schools must enter pupils' names on the admission register on the first day that</p>	This code is not collected for statistical purposes.
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		<p>the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before the beginning of the first session on that day. If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.</p>	
#	Planned school closure	<p>Whole school closures that are known and planned in advance such as:</p> <ul style="list-style-type: none"> • days between terms; • half terms; • occasional days (for example, bank holidays); <p>This code is not collected for statistical purposes</p> <ul style="list-style-type: none"> • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of the whole school as a polling station. 	This code is not collected for statistical purposes

Annex B - Reporting CSA Students as Leavers or Joiners at non-transition points

Name of School:

Date of Report:-

Leavers at Non-Transition

No.	Pupil Full Name	Date of Birth	Gender	Year Group Leaving	Primary Residential Address of Pupil including post code	Last known Attendance Date at School	Date Destination school confirmed by Parent	Future School Full Address including post code	Future Destination School Enrolment date planned	Confirmed by Destination School (Y/N)	Date confirmed by school and SG file transfer	Telephone / email / letter	Name of Destination School contact confirmed – followed up	1 st Attempt contact date and method	2 nd Attempt Contact date and method	3 rd attempt Contact date and method

Joiners at Non-Transition

No.	Pupil Full Name	Date of Birth	Gender	Year Group Joining	Primary Residential Address of Pupil including post code	First Day of attendance	Previous School Full Address including post code	Date of SG file transfer if applicable	Confirmed by previous school or nursery or NA if straight into education.	Telephone / email / letter	Name of Previous School contact confirmed

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Persistent Absence - Below 90% Threshold

Name of School: -

Date of Report: -

No .	Pupil Full Name	Date of Birth	Gender	Year Group	Primary Residential Address of Pupil including post code	Last known Actual Attendance Date at School	Last Known Attendance Rate (%)	Total cumulative days Absent due to illness	Total Cumulative Days Unauthorised Absence	Name of Pupils Home Address Local Authority	Name of Home Local Authority EWO	Date Home Local Authority also contacted	Mode of Contact made (Email / Online form)

