




# ST. ANDREW'S COLLEGE Cambridge

## ATTENDANCE POLICY 2025 - 2026

TO BE REVIEWED: July 2026	RESPONSIBILITY: Attendance Officer
AUTHORISED BY: ANNETTE POULAIN DATE: 07/07/2025	SIGNATURE: 

## STUDENT ATTENDANCE

This Policy makes direct references to the DfE document, 'Working together to improve school attendance' 2024. Further information can be found in this document and will be referred to by the college in all instances of attendance concerns.

St Andrew's senior attendance champion is Helen Walker (Deputy Head Boarding and Pastoral). Our attendance officer is Natalie Dean.

We want to support all our students and their parents/guardians so that they have the best possible experience and reach their full potential. Students with excellent attendance are more successful in college and achieve significantly higher outcomes. Low attendance can be seen as a safeguarding concern (KCSIE 2023) and is a whole school responsibility and priority.

The law entitles every child of a school age to a full-time education suitable to their age and any additional needs. Whilst we recognise that some medical conditions or SEND may provide barriers to education, the student's right to education remains the same as their peers. We will strive to work with families and students to minimise the barriers students face and put in additional support where necessary to ensure that all students are able to access their full-time education.

We recognise that there can be barriers to college attendance and for some students it is harder to attend school than others so we will continue to collaborate closely with parents/guardians, seeking their support throughout the student's time with us. This policy will be applied fairly and consistently but will consider the individual needs of the student and their family.

It is the legal responsibility of the parent/guardian to ensure that their child accesses education either within a college or by education other than a college. This means the student must attend the College every day it is open, except in a small number of allowable circumstances.



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We would like everyone to maintain 100% attendance, and it is our expectation that all students achieve at least 90% attendance.

### **Roles and Responsibilities**

The governing body is responsible for monitoring attendance figures for the whole College and holds the Head Teacher to account for the implementation of this policy. Attendance figures are published to the governing body through the Governors Report.

The Attendance Officer & Deputy Head (Pastoral) are responsible for implementation of this policy at the College, monitoring absence data and reporting it to Governors and Head Teacher and supporting staff with monitoring the attendance of individual students.

The Deputy Head (Pastoral) is responsible for leading with support from The Attendance Officer in cases of persistent absence and monitoring absence data and reporting it to Governors and Head Teacher with the Deputy Head (Pastoral).

The Attendance Officer monitors attendance data via iSAMS, across the College and at an individual student level to support early intervention, reducing absence before it becomes habitual. AM registers are taken at 8:30AM & PM registers are taken at 2PM. These registration points are our points of contact. The Attendance Officer & Deputy Head (Pastoral) will tackle persistent absence/punctuality issues. They support communication with parents/guardians to discuss attendance issues.

Tutors will support and monitor tutees regarding issues of attendance and maintain communication with parents/guardians and members of teaching staff. They report concerns about attendance/punctuality to the Attendance Officer & Deputy Head (Pastoral) to tackle persistent absence/punctuality issues. They will also lead on the communication with parents to discuss attendance issues. Day to day they ensure registers are accurate and complete using the relevant DfE absence codes. They have knowledge of attendance data in their respective areas of the College and at an individual student level to support early intervention so reducing absence before it becomes habitual.

Teachers must take a register for each timetabled lesson and group tutor period. Teachers should take the register within the first 10 minutes of the lesson. Teachers must ensure that the register is taken accurately.

Parents/Guardians perform their legal duty by ensuring their children who are on the College roll attend regularly and are punctual.

All students are to be punctual to lessons and registrations. Any work missed through absence must be made up promptly upon return to college. Tutors will check that students have sought out the relevant teachers to achieve this.



## ST. ANDREW'S COLLEGE Cambridge

### Absence

If a student (in boarding) is going to be absent the parent/guardian/house parent must notify the College each day by 8:15am or as soon as practicably possible using [natalie.dean@standrewscambridge.co.uk](mailto:natalie.dean@standrewscambridge.co.uk) or calling the college directly on 07894950369. The parent/guardian/house parent should then call on each concurrent day, unless medical advice has been sought and the length of the absence has been agreed.

If a student (over 18 and living independently) is going to be absent the student must notify the College each day before 8:15am or as soon as practicably possible using [natalie.dean@standrewscambridge.co.uk](mailto:natalie.dean@standrewscambridge.co.uk) or calling the College directly on 07894950369. The student should then call on each concurrent day, unless medical advice has been sought and the length of the absence has been agreed.

If a student is unwell & needs to visit the medical centre, they must contact the College Nurse directly, it is the responsibility of the College Nurse to inform the Attendance Officer & House Parents of the absence & time away from college.

If the absence is a planned absence, for example a visa appointment, the parent/guardian should notify the College in advance, using the same procedure as a College Leave Request. We encourage parents/guardians to make medical and dental appointments out of college hours where possible. Where this is not possible, the student should be out of education for the minimum amount of time necessary. The student's parent/guardian must also apply for other types of term-time absence as far in advance as possible. The final decision on whether an absence is authorised or unauthorised rests with the College.

If the authenticity of the illness is in doubt, the College may ask the student's parent/guardian to provide medical evidence, such as a doctor's note or proof of the appointment or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Parents/guardians, the Head Teacher / Deputy Head (Pastoral), onsite medical staff and senior boarding staff are the only people who can authorise absences. All absences are recorded on iSAMS, parents & guardians can view attendance information via My School Portal.

If you would like to make a Leave Request & take your child out of school during term time (for example a family holiday), you should put the request in writing to the Deputy Head (Pastoral) as early as possible. Please note that such a request will only be approved in exceptional circumstances, and you should not make any bookings before approval has been granted.

Students absent without permission from boarding will be dealt with, initially, through our Missing Students Policy. If a student is late, they are considered absent until they arrive at college. Sanctions for lateness are covered in the behaviour policy.

'N' Code – 1 hour/ by the time the registers close

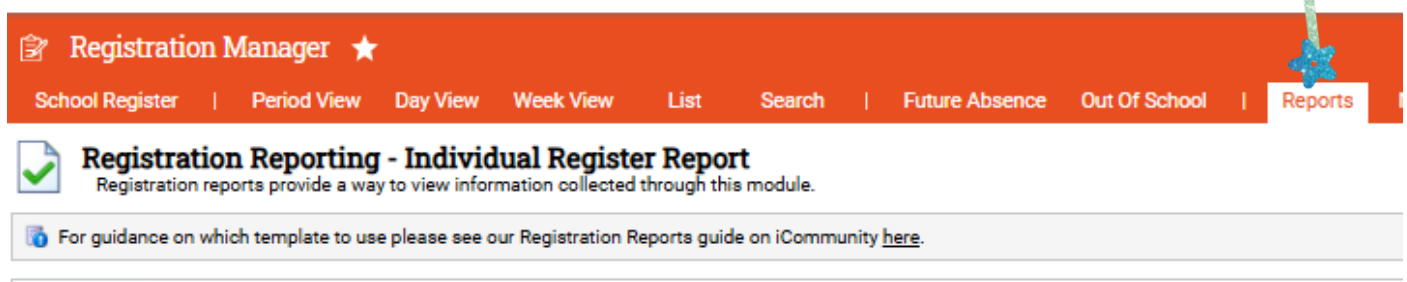
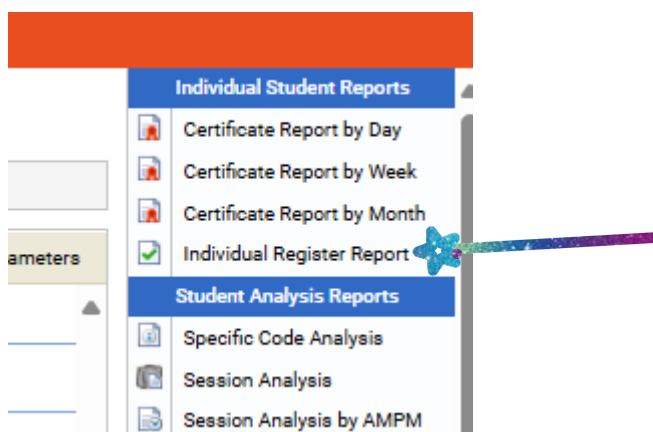
There are 3 phases of the reporting procedure:



## ST. ANDREW'S COLLEGE Cambridge

### Phase One (100% to 95% attendance)

- Tutors to hold weekly attendance meetings during tutorial sessions
- Tutors to run individual register report from iSAMS each week for all tutees, which will be kept in the tutor's folder
- Tutors will discuss absence & lateness with the tutees & support the tutees with catching up missed work
- If necessary, all tutors will log a missed work sanction & tutees will catch up their missed work with SMT in an after-school session – Repair and Reflect Session.
- Tutors will comment on attendance as part of their written reports & parental meetings





## ST. ANDREW'S COLLEGE Cambridge



### Registration Reporting - Individual Register Report

Registration reports provide a way to view information collected through this module.



For guidance on which template to use please see our Registration Reports guide on iCommunity [here](#).



Run Report



Reset

+ Date Range

+ Times

- Pupil Filters

Pupil Filters:



Include former students.

All Divisions  
1st Year A-Level  
2nd Year A-Level  
University Foundation  
Whole School  
Year 11

All Years  
Pre A-Level - (3)  
Year-1 A Level - (4)  
Year-2 A Level - (5)  
Art Foundation - (6)  
Science Foundation - (7)

All Houses  
Academic  
Blue  
Green  
Hawking  
Newton

All  
M  
Fe

All Forms

No Groups  
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No

## Phase Two (95%-90% attendance)

- Students' parents & guardians will be informed by the attendance officer (via letter 1) that their attendance is poor
- All staff informed by attendance summary document in the bulletin
- Meeting with Deputy Head (Pastoral), who may choose to change curfew times etc
- Check in with Attendance Officer once a week to review the weeks attendance for 3 weeks
- End of 3 weeks monitoring period, students are either congratulated for improved attendance & moved back up to phase 1 or escalated to phase 3
- Individual Reports & Letters will be recorded in Attendance Officer folder



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### Phase Three (below 90% attendance)

- Letter 2 sent by Attendance Officer informing parents/guardians that attendance is below 90% & UKVI may need to be informed
- Students & parent/guardian will meet with Deputy Head (Pastoral) to discuss attendance
- Deputy Head (Pastoral) will issue sanctions following the discussing with the parents. These could include a daily report, change in curfew or additional catchup session after college
- If the student does not improve their attendance during this time, they will move on to phase 4

### Phase Four

- A final warning letter (letter 3) will be sent by the Deputy Head (Pastoral) to parents & guardians
- Meeting with Head Teacher & Deputy Head (Pastoral) to discuss attendance with parents & guardians
- During this meeting sanctions will be discussed & could include reporting to UKVI, sponsorship withdrawal & expulsion from the College. If this is the case, parents would be expected to arrange flights home
- No fees will be refunded
- Depending on the individual circumstances, there may be a requirement for a multi-disciplinary support, a targeted support meeting, parenting contract, involvement from the Local Authority Attendance Support Team or Integrated Children's Services. If there is still no improvement, the local authority may seek legal intervention



## ST. ANDREW'S COLLEGE Cambridge

### Sponsored Students

Good attendance is part of the conditions of stay for sponsored students studying in the UK. It is the responsibility of the College to ensure accurate attendance monitoring and prompt follow up. We may cease sponsorship of students who fail to meet the attendance requirements or those who miss ten consecutive contact points without authorisation from Deputy Head (Pastoral).

Students missing 5 contact points without authorisation will be subject to a Pastoral Review with the Deputy Head (Pastoral) and Dukes Student Immigration Manager. This meeting will put in place a plan to support the student improving attendance or allow the college to increase support and monitoring of the situation.

Should a student miss 10 contact points without authorisation, the College will review the situation. There is a strong possibility that the college will cease sponsorship and report the absence to the UKVI at this stage. In such cases, UKVI are likely to curtail the student's permission to stay in the UK and the student will have to return to their home country.

If a sponsored student is absent from college for a significant period of time for any reason, a Pastoral Review with Dukes Student Immigration Manager will take place every two weeks from the first day of absence. The college will cease sponsorship if, as a result of the review process, it is concluded that it is unlikely that the student will be able to complete the course of study described on their CAS within the period of their permission to enter/stay in the UK. If the absence from college exceeds 60 days, the presumption is that sponsorship will be withdrawn at that time. This is unless there are exceptional circumstances such as serious illness or injury and providing ongoing bi-weekly Pastoral Reviews do not conclude that the student is unlikely to be able to complete their course of study within the period of their permission to enter/stay, otherwise sponsorship will cease.



## ST. ANDREW'S COLLEGE Cambridge

### Boarding

Outside of lessons during school days, the college also requires excellent attendance during boarding hours. There are regular daily registers in boarding. These will be conducted by boarding staff and will require a face-to-face contact between staff and pupils.

A student may be deemed missing from boarding for the following reason:

- Not being present (face-to-face) for a boarding register
- Leaving Cambridge without an authorised leave request, signed by staff and parents/guardians
- Not signing out with a staff member for an authorised leave
- Not signing in with a staff member when returning from an authorised leave

### Part-Time Timetables

All students at compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable is not used to manage a student's behaviour. Part time timetables will be documented and reviewed regularly and agreed with the student and parents.

### Communication

The Attendance Policy is available from the college.

Communication in the context of attendance is recorded on the student's electronic file.

**Next Review: July 2026**





## Appendix A

### Procedure for Excluded/In-Term Leavers

#### **Purpose**

This policy outlines the procedures for managing students who are excluded or choose to leave during the term, particularly those for whom the college is withdrawing sponsorship. It ensures compliance with immigration regulations and maintains the welfare of the student during their transition.

#### **Scope**

This policy applies to all international students at St Andrews College Cambridge who are either excluded or decide to leave during the term, resulting in the withdrawal of the college's sponsorship.

#### **Procedures**

##### **1. Notification of Withdrawal**

- Upon a student's exclusion or decision to leave, the Senior Leadership Team (SLT) must be promptly informed.

##### **2. Exit Interview**

- An exit interview will be conducted by a member of the SLT to discuss the reasons for departure and ensure the student's understanding of the implications.

##### **3. Immigration Compliance**

- The college through Duke's UKVI team will notify the appropriate immigration authorities of the withdrawal of sponsorship.
- The student is required to depart the UK immediately.

##### **4. Travel Arrangements**

- The student must provide the college with flight details, including confirmation and ticket stubs, to verify their departure plans.
- A staff member or allocated taxi driver will escort the student to the airport to ensure they board their flight.

##### **5. Parental Communication**

- An email will be sent to the student's parents or guardians requesting information about the student's future educational plans.
- Parent's must confirm that the student has arrived back home and is in their care.

##### **6. Follow-Up with Receiving Institution**



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- The Deputy Head (Boarding and Pastoral Care) will send a follow-up email to the student's next educational institution to facilitate a smooth transition and to confirm student attendance.

### **7. Collaboration with Marketing Staff**

- Marketing staff may assist in gathering necessary information and maintaining records of the student's departure and subsequent educational placement.

## **Frequently Asked Questions (FAQs)**

### **1. What is the purpose of the exit interview?**

- The exit interview aims to understand the reasons for the student's departure and ensure they are aware of the implications, including immigration responsibilities.

### **2. Why does the college need flight details and ticket stubs?**

- Collecting flight information ensures that the student has concrete plans to leave the UK within the required timeframe, complying with immigration regulations.

### **3. What is the role of marketing staff in this process?**

- Marketing staff assist in collecting and maintaining records related to the student's departure and future educational plans, ensuring accurate documentation.

### **4. How does the college handle communication with parents or guardians?**

- The college communicates with parents or guardians via email to inform them of the situation and request information about the student's future educational arrangements.

### **5. What are the immigration implications for the student?**

- Upon withdrawal of sponsorship, the student must leave the UK within the grace period specified by immigration authorities. Failure to do so may affect future visa applications.

### **6. Who should be contacted for further questions regarding this policy?**

- For additional information, please contact the Deputy Head (Boarding and Pastoral Care) or the SLT at St Andrews College Cambridge.



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## Appendix B

### **DfE Absence Codes (Updated 2024)**



# ST. ANDREW'S COLLEGE Cambridge

✓ = Yes    ✗ = No    – = Not applicable (codes that do not count towards a child's attendance)

Code	Definition	Present	Authorised
/	Present (morning session)	✓	✓
\	Present (afternoon session)	✓	✓
B	Attending any other approved educational activity	✓	✓
C	Leave of absence for exceptional circumstance	✗	✓
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	✗	✓
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	✗	✓
D	Dual registered at another school	–	–
E	Suspended or permanently excluded and no alternative provision made	✗	✓
G	Holiday not granted by the school	✗	✗
I	Illness	✗	✓
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	✗	✓
K	Attending education provision arranged by the local authority	✓	✓
L	Late arrival before the register is closed	✓	✓
M	Leave of absence for the purpose of attending a medical or dental appointment	✗	✓
N	Reason for absence not yet established	✗	✗
O	Absent in other or unknown circumstances	✗	✗
P	Participating in a sporting activity	✓	✓
Q	Unable to attend the school because of a lack of access arrangements	–	–
R	Religious Observance	✗	✓
S	Leave of absence for the purpose of studying for a public examination	✗	✓



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Code	Definition	Present	Authorised
T	Parent travelling for occupational purposes	✗	✓
U	Arrived in school after registration closed	✗	✗
V	Attending an educational visit or trip	✓	✓
W	Attending work experience	✓	✓
X	Non-compulsory school age pupil not required to attend school	–	–
Y1	Unable to attend due to transport normally provided not being available	–	–
Y2	Unable to attend due to widespread disruption to travel	–	–
Y3	Unable to attend due to part of the school premises being closed	–	–
Y4	Unable to attend due to the whole school site being unexpectedly closed	–	–
Y5	Unable to attend as pupil is in criminal justice detention	–	–
Y6	Unable to attend in accordance with public health guidance or law	–	–
Y7	Unable to attend because of any other unavoidable cause	–	–
Z	Prospective pupil not on admission register	–	–
#	Planned whole school closure (e.g. school holidays, INSET days)	–	–