ATTENDANCE POLICY

2026–2027

Document Title	**Attendance Policy**
Policy Owner	Deputy Head (Pastoral)
Responsible Officer	Attendance Officer
Approved by	Head and Governing Body
Applicable to	Whole College (Day and Boarding Students)
Last Reviewed	August 2026
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Section 1

Related Policies

This policy should be read alongside the following College policies:

- Safeguarding and Child Protection Policy
- Missing Student Policy
- Boarding Handbook
- Behaviour Policy
- SEND Policy
- Medical Policy
- Mental Health and Wellbeing Policy
- Anti-Bullying Policy
- Admissions Policy
- Data Protection Policy
- Children Missing Education Procedure
- UKVI Student Sponsorship Procedures (where applicable)

Statutory and Regulatory Framework

This policy has been developed with reference to:

- Education Act 1996
- Children Act 1989 and 2004
- Education (Independent School Standards) Regulations
- School Attendance (Pupil Registration) Regulations
- Working Together to Improve School Attendance (current DfE guidance)
- Keeping Children Safe in Education (current edition)
- Children Missing Education statutory guidance
- Equality Act 2010
- Human Rights Act 1998
- National Minimum Standards for Boarding Schools
- ISI Framework for Independent Schools

1. Statement of Intent

At St Andrew's College Cambridge, excellent attendance is fundamental to academic achievement, personal development, safeguarding and wellbeing.

We believe that every lesson, every registration and every interaction contributes to a student's education. Students who attend regularly are more likely to achieve their academic potential, develop positive relationships, participate fully in College life and maintain good physical and emotional wellbeing.

Attendance is not viewed simply as an administrative requirement; it is an essential safeguarding responsibility. Regular attendance enables staff to recognise changes in behaviour, identify emerging concerns, provide early intervention and ensure that every student remains safe.

As an international boarding school, we place particular importance on maintaining close oversight of student attendance both during the academic day and within boarding. Every absence is known, understood and appropriately followed up.

The College is committed to creating an environment where students enjoy attending, where barriers to attendance are identified early and where families are supported through collaborative, compassionate and consistent approaches.

2. Our Attendance Principles

The College is committed to the following principles.

Every Student Matters

Every student has the right to receive a full-time education that enables them to flourish academically, socially and emotionally.

Every Day Matters

Excellent attendance is everyone's responsibility.

Missing even small amounts of education can have a significant impact upon:

- academic progress
- wellbeing
- friendships
- routines
- examination outcomes
- future opportunities.

Attendance is Safeguarding

Poor attendance may be an indicator that a student is experiencing difficulties including:

- physical illness
- mental health difficulties
- bullying
- exploitation
- abuse
- neglect

- family breakdown
- online harms
- county lines involvement
- contextual safeguarding concerns.

Attendance monitoring therefore forms an essential component of the College's safeguarding arrangements.

Early Intervention

We believe concerns should never be allowed to become entrenched.

Support is offered at the earliest opportunity through:

- tutors
- house parents
- attendance monitoring
- pastoral staff
- medical staff
- safeguarding staff
- parents
- external agencies where appropriate.

Partnership with Parents

Parents and guardians play a vital role in establishing positive attendance habits.

The College is committed to maintaining open, honest and supportive communication with families and recognises that successful attendance is achieved through genuine partnership.

Inclusive Practice

The College recognises that some students face genuine barriers to attendance.

These may include:

- SEND
- disability
- long-term medical conditions
- mental health needs
- caring responsibilities
- family circumstances
- bereavement
- cultural adjustment
- language barriers.

Reasonable adjustments and individual support plans will always be considered.

3. Purpose of this Policy

This policy aims to:

- promote excellent attendance throughout the College
- establish a culture where attendance is valued
- ensure legal compliance

- provide clear expectations for students, parents and staff
- ensure accurate recording of attendance
- support early identification of concerns
- reduce persistent absence
- reduce severe absence
- strengthen safeguarding arrangements
- provide clear intervention pathways
- support vulnerable students
- maintain effective partnership working with parents and external agencies
- ensure all attendance decisions are fair, proportionate and consistent.

4. Scope

This policy applies to:

- all students of compulsory school age
- sixth form students
- day students
- boarding students
- sponsored international students
- all teaching staff
- boarding staff
- tutors
- pastoral staff
- support staff
- governors.

Attendance expectations apply throughout:

- the academic day
- tutorial periods
- examinations
- educational visits
- compulsory College activities
- boarding registration periods.

5. Definitions

For the purposes of this policy:

Attendance means a student's participation in all expected educational activities and required registration periods.

Persistent Absence (PA) refers to attendance below the nationally recognised threshold of **90%**.

Severe Absence (SA) refers to attendance below **50%** and requires immediate multi-agency consideration.

Authorised Absence is an absence approved by the College in accordance with statutory guidance.

Unauthorised Absence is an absence not approved by the College or where no satisfactory explanation has been provided.

Children Missing Education (CME) refers to children who are not receiving suitable education and whose whereabouts may be unknown.
For boarding students, failure to attend a boarding registration may also trigger the College's Missing Student procedures.

6. Our Attendance Culture
At St Andrew's College we aspire not simply to achieve good attendance figures but to foster a culture where attendance reflects belonging, engagement and ambition.
Students are encouraged to:

- arrive punctually;
- attend every lesson, registration and College activity unless prevented by genuine exceptional circumstances;
- communicate honestly when they are experiencing difficulties;
- take responsibility for catching up work following absence; and
- understand the relationship between attendance, wellbeing and academic success.

Staff model these expectations through consistent routines, accurate record keeping, positive relationships and early intervention.
Attendance is celebrated through tutor recognition, house systems and positive communication with families, while concerns are addressed promptly, proportionately and with the student's best interests at the centre of all decision-making.

Section 2

Roles and Responsibilities
Attendance is everyone's responsibility. Promoting excellent attendance requires a coordinated approach involving governors, senior leaders, teaching staff, boarding staff, students, parents and external agencies where appropriate.
All staff have a duty to promote excellent attendance, identify concerns at the earliest opportunity and contribute to a culture where every student is known, valued and supported.

7. Governing Body
The Governing Body has strategic responsibility for ensuring that the College fulfils its statutory duties regarding attendance and safeguarding.
The Governing Body will:

- ensure the College has an effective Attendance Policy which is reviewed annually;
- receive regular reports regarding attendance, persistent absence, severe absence and attendance trends;
- challenge and support senior leaders in improving attendance outcomes;
- ensure sufficient staffing and resources are available to monitor attendance effectively;
- ensure attendance remains a standing item within safeguarding oversight;
- satisfy themselves that attendance procedures comply with current legislation and regulatory requirements;

- monitor attendance data alongside safeguarding, behaviour, SEND and wellbeing information to identify emerging trends;
- ensure the College fulfils all statutory responsibilities relating to Children Missing Education and safeguarding.

The Governing Body delegates operational responsibility to the Head while retaining strategic oversight.

8. Head

The Head has overall responsibility for attendance throughout the College.

The Head will:

- promote a culture in which excellent attendance is expected and valued;
- ensure attendance remains a whole-College priority;
- ensure all statutory attendance duties are fulfilled;
- ensure sufficient staffing and resources are available;
- approve this policy annually;
- oversee compliance with DfE guidance and Independent School Standards;
- receive regular attendance reports from the Deputy Head (Pastoral);
- ensure appropriate intervention where attendance standards are not met;
- authorise exceptional leave requests where required;
- chair attendance review meetings where concerns remain unresolved;
- ensure attendance arrangements form part of safeguarding quality assurance.

9. Deputy Head (Pastoral)

The Deputy Head (Pastoral) provides strategic leadership for attendance across the College. Attendance is recognised as a safeguarding priority and forms an integral part of the College's pastoral systems.

The Deputy Head (Pastoral) will:

- lead the strategic development of attendance across the College;
- oversee implementation of this policy;
- work closely with the Attendance Officer to identify emerging concerns;
- monitor attendance trends across year groups, boarding houses and vulnerable cohorts;
- chair Attendance Support Meetings;
- oversee interventions for Persistent and Severe Absence;
- ensure attendance concerns are considered within safeguarding meetings;
- liaise with parents and guardians where attendance causes concern;
- coordinate support plans for vulnerable students;
- make decisions regarding exceptional leave requests;
- ensure attendance information contributes to pastoral planning;
- report attendance to the Head and Governors;
- oversee attendance quality assurance;
- ensure attendance procedures align with safeguarding practice.

The Deputy Head (Pastoral) is the senior leader responsible for attendance.

10. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead has responsibility for ensuring attendance information informs safeguarding decision-making.

The DSL will:

- review attendance concerns where safeguarding issues may exist;
- ensure unexplained absence receives appropriate safeguarding consideration;
- oversee referrals where attendance may indicate abuse, neglect or exploitation;
- liaise with Children's Services where appropriate;
- oversee Children Missing Education procedures;
- ensure attendance concerns contribute to Early Help assessments;
- monitor vulnerable groups including:
    - Children in Need
    - students with SEND
    - students with mental health needs
    - students known to social care
    - students subject to Child Protection Plans;
- ensure attendance information forms part of safeguarding supervision;
- work alongside the Attendance Officer and Deputy Head (Pastoral) in managing high-risk cases.

Attendance concerns should never be viewed in isolation and will always be considered alongside wider safeguarding information.

11. Attendance Officer

The Attendance Officer has day-to-day operational responsibility for attendance monitoring.

The Attendance Officer will:

- maintain accurate attendance records using iSAMS;
- monitor attendance daily;
- ensure all registration sessions are completed accurately;
- investigate unexplained absences immediately;
- initiate first-day contact procedures;
- liaise with tutors, house parents and teaching staff;
- monitor persistent absence;
- monitor severe absence;
- produce daily attendance reports;
- prepare weekly attendance reports for the Deputy Head (Pastoral);
- prepare attendance reports for Governors;
- coordinate attendance letters;
- maintain attendance intervention records;
- ensure attendance coding complies with current DfE guidance;
- identify attendance patterns and emerging concerns;
- support students returning following periods of absence;
- maintain attendance documentation securely;
- provide attendance advice and guidance to staff.

The Attendance Officer will work proactively to prevent attendance concerns becoming entrenched.

12. Tutors

Tutors are central to promoting positive attendance through strong daily relationships with students.
Each tutor will:

- know the attendance profile of every tutee;
- discuss attendance regularly during tutorial sessions;
- celebrate excellent attendance;
- identify emerging concerns at an early stage;
- monitor punctuality;
- review weekly attendance reports;
- communicate concerns promptly to the Attendance Officer;
- maintain effective communication with parents where appropriate;
- support students in catching up missed work;
- contribute to Attendance Support Plans;
- encourage positive attendance habits;
- ensure students understand the importance of attendance.

Tutors should seek to understand the reasons behind absence rather than focusing solely upon attendance percentages.

13. Teachers

Every teacher contributes to the College's attendance culture.
Teachers must:

- take an accurate register at every timetabled lesson;
- complete registers within the first ten minutes of each lesson;
- use the correct DfE attendance codes;
- challenge unexplained absences appropriately;
- notify the Attendance Officer where students are unexpectedly absent;
- report attendance concerns promptly;
- contribute to Attendance Support Meetings where appropriate;
- provide missed work following absence;
- support reintegration following extended absence;
- encourage excellent punctuality.

Registers are legal documents and must be completed accurately and promptly.

14. House Parents

House Parents play a critical role in attendance monitoring for boarding students.
They will:

- maintain accurate boarding registers;
- ensure all required face-to-face registration sessions are completed;
- monitor students returning from leave;
- monitor overnight absences;
- authorise boarding leave in accordance with College procedures;

- liaise closely with the Attendance Officer;
- report unexplained absence immediately;
- implement the Missing Student Policy where required;
- communicate attendance concerns with parents;
- support reintegration following illness;
- encourage positive attendance routines within boarding.

Boarding attendance is recognised as both a welfare measure and an essential safeguarding process.

15. Medical Centre

The Medical Centre supports students whose health affects attendance.

Medical staff will:

- assess students presenting with illness;
- advise on fitness to attend lessons;
- communicate authorised medical absence promptly;
- support graduated returns following illness;
- contribute to individual healthcare plans;
- liaise with parents where appropriate;
- work alongside pastoral staff regarding attendance concerns arising from physical or mental health.

Medical staff do not authorise educational absence independently but provide professional advice to inform College decisions.

16. Parents and Guardians

Parents and guardians have primary legal responsibility for ensuring that compulsory school-age students receive suitable education.

Parents are expected to:

- ensure their child attends regularly and punctually;
- notify the College before 8.15 am on the first day of absence;
- provide clear reasons for absence;
- maintain communication during extended absence;
- provide medical evidence where reasonably requested;
- avoid arranging holidays during term time;
- attend attendance meetings where requested;
- work collaboratively with the College to improve attendance;
- support attendance plans agreed with the College;
- ensure students arrive prepared for learning.

Strong partnership between home and College is essential in promoting excellent attendance.

17. Students

Students are expected to take increasing responsibility for their own attendance and punctuality.

Students will:

- attend all lessons and registration periods;
- arrive punctually;

- sign in and out of boarding in accordance with College procedures;
- communicate honestly regarding absence;
- attend the Medical Centre if unwell;
- catch up work following absence;
- engage positively with attendance support plans;
- understand the importance of regular attendance for their academic success and wellbeing.

Students aged 18 and over remain subject to the College's attendance expectations while enrolled.

18. Working in Partnership

The College believes that attendance is improved most effectively through partnership rather than sanction alone.

Where concerns arise, the College will seek to work collaboratively with:

- students;
- parents and guardians;
- boarding staff;
- teaching staff;
- medical professionals;
- local authority services;
- Children's Social Care;
- Early Help services;
- mental health services;
- UKVI compliance teams (where applicable); and
- other agencies supporting the student.

Intervention will always be proportionate, supportive and centred on the individual needs of the student.

Key Principle

Attendance is everyone's responsibility. Every member of the College community has a role in ensuring students are safe, supported and able to benefit fully from their education. By working together, we create a culture in which attendance is valued, concerns are identified early and barriers are addressed with compassion, consistency and high expectations.

Section 3

Registration, Recording and Daily Attendance Procedures

Accurate and timely registration is central to the College's safeguarding arrangements. Registers are not simply administrative records: they enable the College to establish promptly whether every student is where they are expected to be and to respond immediately where this cannot be confirmed.

The procedures in this section apply alongside the College's Safeguarding and Child Protection Policy, Missing Student Policy and boarding procedures.

19. The Attendance Register

The College will maintain an accurate attendance register for all students on roll and will record attendance using the applicable national attendance and absence codes.
Attendance information will be recorded electronically through **iSAMS** and retained in accordance with applicable legal and record-retention requirements.
The College will ensure that:

- registers are completed accurately and promptly;
- entries are made using the appropriate attendance or absence code;
- unexplained absences are followed up promptly;
- reasons for absence are established wherever possible;
- amendments to registers are controlled and traceable;
- attendance information is available to those responsible for safeguarding and pastoral oversight; and
- attendance records are regularly reviewed for accuracy and emerging patterns.

Where the reason for an absence has not yet been established, the appropriate temporary code will be used while enquiries are undertaken. It will be replaced with the correct code once the reason has been established.

20. Daily Registration

The College operates two formal registration sessions during each academic day.
Morning registration: 8.30 am
Afternoon registration: 2.00 pm
These are the College's formal daily registration points and provide an important opportunity to establish the whereabouts and welfare of every student.
Students are expected to be present and ready to register at the required time.
Registration must never be treated as optional, including by students aged 18 or over.

21. Morning Registration

Students are expected to be in College and ready for registration by **8.30 am**.
The morning register will be completed promptly.
Where a student who is expected to attend is not present, their absence must be identified and investigated rather than assumed to be authorised.
Following morning registration, the Attendance Officer will review unexplained absences and begin the first-day response process set out below.
For boarding students, information held by the boarding house will be checked as part of this process where necessary.

22. Afternoon Registration

A second formal registration will take place at **2.00 pm**.
The afternoon register provides a further safeguarding check and enables the College to identify students who:

- have arrived during the day;
- have left College without permission;
- have become unwell;

- have attended an appointment;
- have failed to return following an authorised absence; or
- cannot otherwise be accounted for.

Any unexplained discrepancy between the morning and afternoon registers will be investigated.

23. Lesson Registers

In addition to formal morning and afternoon registration, teachers will take a register at **every timetabled lesson**.

Registers should normally be completed within the **first ten minutes of the lesson**.

Lesson registers provide an additional layer of safeguarding and allow the College to identify a student who was present earlier in the day but subsequently fails to attend a lesson.

Teachers must not assume that another member of staff knows where an absent student is.

Where a student is unexpectedly absent from a lesson and their whereabouts cannot readily be established through the College's attendance system, the teacher must alert the Attendance Officer promptly.

Where circumstances give rise to an immediate welfare or safeguarding concern, staff must escalate the matter without delay in accordance with safeguarding and Missing Student procedures.

24. Closing the Register and Late Arrival

Each formal registration session closes 30 minutes after opening.

A student arriving after registration has begun but before the register has closed should be recorded using the appropriate late-arrival code.

A student arriving after the register has closed should be recorded using the appropriate national attendance code for arrival after the register has closed, unless another code properly applies to the circumstances.

The College must not automatically treat every student who arrives late as having the same absence status; the code recorded must accurately reflect the circumstances and the applicable attendance coding rules.

25. Students Arriving Late

Students arriving after the start of registration must follow the College's late-arrival/sign-in procedure so that their arrival is recorded immediately.

The Attendance Officer will ensure that the electronic register is updated appropriately.

Repeated lateness will be monitored as an attendance concern in its own right.

The College will seek to understand the reasons for persistent lateness and address barriers to punctuality before or alongside the use of sanctions.

Where persistent lateness forms part of a wider pattern of absence, disengagement or welfare concerns, it will be considered through the College's pastoral and safeguarding procedures.

Sanctions for avoidable lateness will be applied in accordance with the Behaviour Policy.

26. Missing and Incomplete Registers

All teaching staff are responsible for completing registers accurately and on time.

Incomplete registers present a safeguarding risk because the College cannot establish confidently whether students are where they should be.
The Attendance Officer will monitor completion of registers and follow up missing or incomplete registers.
Repeated failure to complete registers will be escalated to the appropriate senior leader.
The College will periodically audit register completion to identify:

- missing registers;
- registers completed late;
- inappropriate or inconsistent coding;
- unexplained amendments; and
- patterns requiring staff support or further training.

Register completion therefore forms part of the College's attendance quality-assurance arrangements.

27. Amendments to Registers

Attendance records must provide an accurate and auditable account of a student's attendance.
Where an entry is subsequently amended—for example because further information is received regarding the reason for an absence—the electronic attendance record must retain an appropriate audit trail.
Staff must not alter attendance records simply to improve attendance percentages or retrospectively authorise absence without an appropriate basis for doing so.
The reason for any substantive amendment should be capable of being established from the College's records.

28. Reporting an Absence

Parents or guardians should notify the College of an absence **before 8.15 am**, or as soon as reasonably practicable, on the first day of absence.
For boarding students, the House Parent may make this notification where appropriate.
Students aged 18 or over who live independently may report their own absence but remain subject to the same attendance expectations and follow-up procedures.
Notification is required on each subsequent day unless the likely duration had been agreed. Where the duration of absence has not been established, continuing communication is expected.
Parents/guardians should provide:

- the student's name;
- reason for absence;
- expected duration where known; and
- any relevant welfare or medical information.

The College may make further enquiries where the information provided is insufficient or gives rise to concern.

29. First-Day Response to Unexplained Absence

Every unexplained absence will be followed up.

Where a student expected to attend College is absent without an established reason, the Attendance Officer will initiate the College's first-day response.

The purpose is twofold:

to establish why the student is absent and to establish that the student is safe.

The response will normally include:

1. checking the attendance system for information already received;
2. checking whether authorised leave or an appointment has been recorded;
3. contacting the student's tutor where appropriate;
4. contacting the boarding house for boarding students;
5. checking with the Medical Centre where relevant;
6. contacting the parent/guardian or student, as appropriate;
7. establishing the student's whereabouts and welfare; and
8. recording the outcome.

The response must be proportionate to the circumstances and safeguarding risk presented.

30. Where Contact Cannot Be Established

Where attempts to establish the reason for absence are unsuccessful, the College will not simply record the absence and wait for the student to return.

Further enquiries will be made.

Depending upon the student's age, vulnerability, circumstances and known risks, these may include contacting:

- parents/guardians;
- House Parents;
- emergency contacts;
- the student's tutor;
- the Medical Centre;
- other College staff who may know the student's whereabouts; and
- relevant external agencies where appropriate.

Where there is reason to believe that the student may be missing, at risk of harm, or their whereabouts cannot safely be established, the matter will be escalated immediately to the DSL or Deputy DSL and the **Missing Student Policy will be activated**.

Where necessary, Children's Social Care, the local authority and/or police will be contacted.

There is **no requirement to wait for a specified period of time before treating an unexplained absence as a safeguarding concern**.

31. Absence as a Safeguarding Indicator

An unexplained absence may represent considerably more than non-attendance.

Staff should remain alert where absence is:

- sudden or unexplained;
- repeated;
- increasing;
- associated with particular days, lessons or individuals;
- accompanied by changes in behaviour;

- associated with declining wellbeing;
- linked to reluctance to return home or to College;
- occurring alongside concerns regarding exploitation, abuse, neglect or bullying; or
- inconsistent with information supplied by the student or family.

Where a pattern causes concern, information will be shared with the DSL.
The safeguarding significance of attendance will be considered even where the student's overall attendance percentage remains relatively high.

32. Students Leaving During the College Day

Students must not leave the College during the academic day without appropriate permission.
Where a student leaves for an authorised reason—for example, a medical appointment—their departure and expected return must be recorded.
On return, the student must follow the College's sign-in procedure.
Failure to return at the expected time will be followed up.
Where a student's whereabouts cannot be established, the Missing Student procedure may be initiated.

33. Medical Centre Attendance

A student who becomes unwell during the College day must follow the College's established medical procedures rather than leaving College independently.
Students needing the Medical Centre are to make contact with the College's medical provision via the main reception, with information regarding time away from College communicated to attendance and boarding staff. The attendance officer will record the appropriate attendance code.
Students must not self-authorise absence on medical grounds.

34. Planned Absence and Appointments

Where an absence is known in advance, parents/guardians should inform the College as early as possible.
Medical and dental appointments should, wherever reasonably possible, be arranged outside the academic day.
Where this is not possible, students should miss the minimum amount of education necessary.
Evidence of an appointment may be requested where reasonable.
The College retains responsibility for determining the appropriate attendance code.
This reflects the approach already established in the existing policy.

35. Boarding Registration

Boarding attendance operates alongside academic attendance and forms an important part of the College's safeguarding arrangements.
Boarding staff will conduct regular face-to-face registrations and welfare checks in accordance with the College's boarding procedures.
Boarding registration requires **face-to-face contact between staff and students**.
A student may be considered missing from boarding where they:

- fail to attend a required face-to-face registration;

- cannot be located at the expected time;
- leave Cambridge without authorised leave;
- leave without following the required sign-out procedure;
- fail to return from authorised leave at the agreed time; or
- fail to sign back in on return.

Any such occurrence must be investigated immediately.

Where the student's whereabouts cannot promptly be established, staff will activate the Missing Student Policy.

Boarding registration records are therefore treated as **safeguarding and welfare records**, not merely administrative attendance records.

36. Daily Attendance Monitoring

Attendance will be actively monitored throughout the College day rather than reviewed retrospectively.

The Attendance Officer will use information from:

- morning registration;
- afternoon registration;
- lesson registers;
- late-arrival records;
- sign-in/sign-out information;
- boarding information;
- medical information where appropriate; and
- authorised leave records

to maintain an accurate picture of student attendance.

Concerns requiring immediate intervention will be acted upon on the same day.

Patterns that do not require immediate safeguarding action but indicate an emerging attendance concern will feed into the College's staged attendance intervention process.

37. Weekly Attendance Monitoring

Attendance will also be reviewed systematically each week.

The Attendance Officer will prepare information enabling the Deputy Head (Pastoral) to consider:

- whole-College attendance;
- attendance by year group;
- individual students whose attendance has fallen below the College's expected threshold;
- students approaching or meeting the Persistent Absence threshold;
- students meeting the Severe Absence threshold;
- unauthorised absence;
- patterns of lateness;
- emerging patterns of concern; and
- register completion by teaching staff.

This ensures that intervention begins **before poor attendance becomes entrenched**.

38. Attendance Data and Professional Judgement

Attendance percentages provide valuable information but must never become the sole determinant of intervention.
Two students with identical attendance percentages may require entirely different responses.
The College will therefore consider:

- frequency of absence;
- pattern of absence;
- reason for absence;
- duration;
- vulnerability;
- SEND;
- health needs;
- mental health;
- safeguarding information;
- boarding circumstances;
- previous attendance;
- family circumstances; and
- the student's voice.

A safeguarding concern will **never be delayed because a student's attendance has not yet fallen below a numerical threshold**.

Key Principle
Know where every student is, understand why they are absent, and act when something does not look right.
The purpose of registration is not simply to generate an attendance percentage. It provides the College with a continuous safeguarding picture of its students and enables staff to identify changes, patterns and concerns at the earliest possible stage.

Section 4

Authorised and Unauthorised Absence
The College recognises that students may occasionally be absent for legitimate reasons. Every request for absence will be considered carefully, fairly and consistently, taking account of the student's individual circumstances, safeguarding considerations and the educational impact of any absence.
The College is committed to supporting students who experience genuine barriers to attendance while maintaining high expectations that students attend whenever they are able to do so.
Only the College has the authority to determine whether an absence will be authorised or unauthorised.

39. Principles Governing Absence
The College expects students to attend every timetabled lesson, registration period and compulsory College activity.
Absence should occur only where there is a genuine reason preventing attendance.

When making decisions regarding absence, the College will consider:

- the reason for the absence;
- the student's welfare;
- safeguarding considerations;
- medical advice;
- previous attendance;
- educational impact;
- examination requirements;
- the student's age;
- SEND or disability;
- equality considerations; and
- any exceptional circumstances.

Each case will be considered individually.

40. Authorised Absence

An authorised absence is one which has been approved by the College following consideration of all relevant information.

Examples may include:

- genuine illness;
- medical or dental appointments that cannot reasonably be arranged outside College hours;
- hospital appointments;
- emergency medical treatment;
- bereavement;
- recognised religious observance;
- approved educational visits;
- public examinations at another centre;
- approved work experience;
- approved university interviews;
- visa or immigration appointments;
- court attendance where legally required;
- exceptional compassionate circumstances.

Authorisation will not be granted automatically simply because a parent requests it.

41. Unauthorised Absence

An absence will normally be recorded as unauthorised where:

- no explanation has been received;
- the explanation provided is not accepted by the College;
- leave has not been approved;
- the student leaves College without permission;
- the student remains absent following refusal of a leave request;
- the student fails to return following authorised leave;
- the absence is avoidable and does not meet the criteria for authorisation.

Unauthorised absence will always be followed up.

Repeated unauthorised absence is likely to result in increased attendance intervention and may lead to safeguarding enquiries.

42. Illness

The College recognises that illness is an unavoidable part of life and students should not attend College when they are medically unfit to do so.

Parents, guardians or (where appropriate) students living independently should notify the College before **8.15 am** on the first day of illness and maintain communication throughout prolonged absence where the likely duration has not already been agreed. This reflects the operational arrangements set out in the existing policy.

The College will seek to balance educational continuity with the health and wellbeing of the student. Students should return to College as soon as they are medically fit.

43. Medical Evidence

The College will not routinely request medical evidence for short-term illness.

However, evidence may reasonably be requested where:

- absence is prolonged;
- repeated illness causes concern;
- patterns of absence emerge;
- examination arrangements are affected;
- attendance falls significantly;
- safeguarding concerns exist;
- there is uncertainty regarding the reason for absence.

Examples of suitable evidence may include:

- appointment confirmation;
- GP letter;
- hospital correspondence;
- discharge summary;
- consultant letter;
- prescription confirmation;
- advice from another registered healthcare professional.

The College recognises that access to medical appointments may vary and will always act proportionately.

44. Mental Health and Emotional Wellbeing

The College recognises that mental health difficulties can affect attendance in the same way as physical illness.

Students experiencing anxiety, depression, emotional distress or other mental health difficulties should not be disadvantaged because their illness is less visible.

Where attendance is affected by mental health, the College will seek to:

- understand the underlying difficulties;
- work collaboratively with families;
- involve the Medical Centre where appropriate;

- involve the pastoral team;
- involve the DSL where safeguarding concerns exist;
- consider reasonable adjustments;
- develop an Attendance Support Plan where required;
- review support regularly.

Where prolonged absence occurs because of mental health needs, reintegration will normally be gradual and carefully planned.

45. Medical Centre Procedures

Students who become unwell during the College day must attend the Medical Centre rather than leaving College independently.

Medical staff will assess the student and determine whether:

- the student should return to lessons;
- temporary rest is appropriate;
- parents should be contacted;
- the student should return home;
- further medical treatment is required.

The Medical Centre will communicate authorised absence to the Attendance Officer and boarding staff / Day Matron in accordance with College procedures.

46. Medical Appointments

Where possible, appointments should be arranged outside College hours.

Where this is not reasonably practicable:

- parents should notify the College in advance;
- evidence of the appointment may be requested;
- students should attend College before and after the appointment wherever possible;
- students should miss the minimum amount of education necessary.

Attendance coding will reflect the applicable national attendance code.

47. Planned Absence

Where absence is known in advance, parents should submit a request as early as possible.

Requests should include:

- dates requested;
- reason for absence;
- supporting information where appropriate;
- expected return date.

Approval must be obtained before arrangements are finalised.

The College reserves the right to refuse requests where educational or safeguarding considerations outweigh the reasons presented.

48. Leave of Absence During Term Time

The College expects holidays to be taken during published College holidays.

Leave during term time will only normally be authorised in exceptional circumstances.

Exceptional circumstances are likely to be rare and will be considered individually.
Examples may include:

- serious family illness;
- funeral of a close family member;
- exceptional compassionate circumstances;
- legal obligations;
- unavoidable international travel arising from exceptional circumstances.

The following will not normally constitute exceptional circumstances:

- cheaper travel;
- family holidays;
- birthdays;
- extended weekends;
- routine family celebrations;
- convenience.

Parents should not make travel arrangements until written approval has been received.

49. Religious Observance

The College respects the diverse faiths represented within its community.
Reasonable absence for recognised religious observance may be authorised where:

- parents notify the College in advance;
- the observance cannot reasonably take place outside College hours.

The College will seek to balance respect for religious practice with educational continuity.

50. Educational Activities Off Site

Students attending approved educational activities away from the College site remain under the College's attendance arrangements.
Examples include:

- educational visits;
- fieldwork;
- Duke of Edinburgh Award activities;
- university visits;
- approved work experience;
- approved sporting representation;
- music examinations;
- approved external examinations.

Appropriate attendance codes will be recorded.

51. Work Experience and University Activities

The College recognises that sixth-form students may occasionally participate in activities supporting future education or employment.
Where approved by the College, attendance may include:

- university interviews;
- apprenticeship interviews;

- careers events;
- work experience;
- admissions testing;
- approved outreach programmes.

Approval should always be sought in advance.

52. Study Leave

Where study leave is approved for public examinations, attendance will be managed in accordance with published College procedures.

Students remain expected to attend:

- scheduled examinations;
- compulsory revision sessions;
- individual support meetings where requested.

Study leave arrangements will be communicated separately each examination season.

53. Compassionate Leave

The College understands that exceptional family circumstances may occasionally require absence.

Compassionate leave requests will be considered sensitively.

The College may request supporting information where appropriate but will always seek to minimise additional distress for families.

Support from pastoral staff will normally be offered following bereavement or other significant life events.

54. Students Aged 18 and Over

Although students aged 18 are legally adults, enrolment at St Andrew's College carries an expectation of full participation in the educational programme.

Students aged 18 remain expected to:

- attend all lessons;
- attend registration;
- comply with attendance procedures;
- report absence appropriately;
- provide evidence where requested.

Attendance expectations form part of the contractual relationship between the College and the student.

55. International Sponsored Students

The College is licensed to sponsor international students and therefore has additional attendance monitoring responsibilities.

Students sponsored under UK immigration arrangements must maintain excellent engagement with their programme of study.

Attendance concerns may require the College to:

- undertake additional monitoring;
- hold attendance review meetings;

- liaise with the College's immigration compliance team;
- maintain records required for sponsorship compliance; and
- make reports where required under the applicable Home Office sponsor guidance.

Students and parents will be informed where attendance may place sponsorship at risk.
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 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.

56. Returning Following Absence

Following any significant period of absence, the College will support students in returning successfully.
Support may include:

- reintegration meetings;
- pastoral support;
- tutor review;
- medical support;
- phased return where appropriate;
- attendance monitoring;
- academic catch-up;
- wellbeing support.

The College aims to ensure that students feel welcomed, supported and able to resume learning confidently.

Key Principle

Every absence tells a story. The College will always seek to understand the reason behind a student's absence, balancing high expectations for attendance with compassion, safeguarding and appropriate support. Decisions regarding authorisation will be made fairly, consistently and in the best interests

of the student while ensuring compliance with statutory requirements and the College's educational standards.

Section 5

Attendance Monitoring, Early Intervention and Attendance Support

57. Attendance Monitoring

The College is committed to the early identification of attendance concerns. Attendance is monitored daily, weekly, half-termly and termly to ensure that emerging issues are identified before they become entrenched.

Attendance monitoring is not undertaken solely to calculate percentages. It forms part of the College's wider pastoral and safeguarding systems and enables staff to identify changes in engagement, wellbeing and vulnerability.

The College will routinely monitor:

- overall College attendance;
- attendance by year group;
- attendance by boarding house;
- attendance by tutor group;
- attendance of vulnerable students;
- attendance by protected characteristics where appropriate;
- persistent absence;
- severe absence;
- punctuality;
- authorised and unauthorised absence;
- lesson attendance;
- boarding attendance;
- repeated medical absence;
- patterns of absence.

Attendance data will be analysed alongside behaviour, safeguarding, wellbeing and academic information to provide a holistic understanding of each student's needs.

58. Attendance Expectations

The College promotes excellent attendance for every student.

Whilst recognising that individual circumstances vary, the College will normally use the following attendance indicators to guide intervention.

Attendance	College Response
98–100%	Excellent attendance – recognised and celebrated
95–97.9%	Attendance monitored by Tutor
90–94.9%	Attendance concern – formal intervention begins
Below 90%	Persistent Absence
Below 50%	Severe Absence – immediate senior intervention

These thresholds guide professional decision-making and do not replace professional judgement.

A safeguarding concern may require intervention regardless of attendance percentage.

59. Early Identification

Staff are expected to identify concerns before attendance falls significantly.

Indicators may include:

- increasing lateness;
- repeated Monday or Friday absences;
- repeated absence before or after holidays;
- repeated medical appointments;
- regular absence from particular subjects;
- changes in boarding attendance;
- declining engagement;
- reduced participation;
- changes in behaviour;
- emotional distress;
- friendship difficulties;
- repeated requests to visit the Medical Centre;
- changes in family circumstances.

Early intervention frequently prevents more significant attendance difficulties.

60. Attendance Review Meetings

Attendance will be reviewed at several levels across the College.

Daily

Attendance Officer

- unexplained absence;
- missing students;
- welfare concerns;
- register completion.

Weekly

Deputy Head (Pastoral) and Attendance Officer

- attendance dashboard;
- students below expected attendance;
- persistent absence;
- severe absence;
- safeguarding concerns;
- boarding concerns;
- interventions required.

Half-Termly

Senior Leadership Team

Review of:

- attendance trends;
- year group comparisons;
- vulnerable cohorts;

- attendance interventions;
- staffing implications.

Termly

Governors

Receive reports regarding:

- whole College attendance;
- persistent absence;
- severe absence;
- attendance by year group;
- safeguarding trends;
- strategic priorities.

61. Attendance Support

The College believes that support should always be the first response to attendance concerns.

Interventions will be:

- supportive;
- proportionate;
- individualised;
- evidence-informed;
- regularly reviewed.

Possible support may include:

- tutor mentoring;
- pastoral support;
- attendance mentoring;
- Medical Centre involvement;
- counselling;
- safeguarding support;
- SEND support;
- timetable adjustments;
- academic support;
- wellbeing programmes;
- boarding support;
- external agency involvement.

62. Attendance Support Plans

Where attendance concerns become established, the College may implement an Attendance Support Plan.

The plan will normally include:

- attendance targets;
- identified barriers;
- agreed support;
- responsibilities;
- review dates;

- success measures.

Attendance Support Plans should be developed collaboratively with:

- the student;
- parents;
- tutor;
- Attendance Officer;
- House Parent (where applicable);
- Deputy Head (Pastoral).

Plans should focus on removing barriers rather than simply improving percentages.

63. Persistent Absence (Below 90%)

A student whose attendance falls below **90%** is considered persistently absent.

Persistent absence requires structured intervention.

The College will:

- investigate underlying causes;
- review safeguarding information;
- meet with parents;
- develop an Attendance Support Plan;
- consider Early Help where appropriate;
- involve external professionals where required;
- review attendance regularly.

Persistent absence should never become accepted as the student's normal attendance pattern.

64. Severe Absence (Below 50%)

Attendance below 50% is regarded as severe absence.

Students experiencing severe absence are likely to require significant support.

The College will normally:

- undertake an immediate safeguarding review;
- involve the DSL;
- hold an urgent attendance meeting;
- review medical information;
- consider Early Help;
- consider Children's Social Care involvement;
- liaise with health professionals;
- review educational provision;
- consider alternative arrangements where appropriate.

Severe absence will be monitored frequently until sustained improvement has been achieved.

65. The Four-Stage Attendance Pathway

The College uses a graduated attendance pathway to ensure concerns are addressed consistently while recognising individual circumstances.

Stage One – Universal Monitoring (95–100%)

Aim: Promote positive attendance and prevent concerns.

Actions include:

- weekly tutor attendance discussions;
- celebration of excellent attendance;
- review of individual attendance reports;
- support with missed learning;
- monitoring punctuality;
- positive communication with parents where appropriate.

This reflects the proactive tutor-led approach already established in the existing policy.

Stage Two – Attendance Concern (90–95%)

Where attendance falls below expected levels:

The College will normally:

- write to parents;
- review attendance patterns;
- meet with the student;
- identify barriers;
- implement additional tutor support;
- begin an Attendance Support Plan;
- monitor attendance weekly;
- review progress after three weeks.

Parents will be treated as partners in improving attendance.

This stage develops the current intervention model while shifting the emphasis from monitoring alone to structured support.

Stage Three – Persistent Absence (Below 90%)

Where attendance remains below 90%:

The Deputy Head (Pastoral) will normally:

- meet with parents;
- review previous interventions;
- consider safeguarding concerns;
- update the Attendance Support Plan;
- involve external agencies where appropriate;
- agree measurable attendance targets;
- undertake more frequent reviews.

Support remains the priority, but expectations regarding attendance are reinforced.

This stage builds on the existing policy's formal meeting and intervention process.

Stage Four – Intensive Intervention

Where attendance remains a significant concern despite previous intervention:

The College may:

- convene a Senior Leadership attendance panel;
- undertake a full safeguarding review;

- involve external agencies;
- consider formal agreements with parents;
- review the suitability of current provision;
- consider sponsorship implications for international students where applicable;
- implement enhanced monitoring.

Where all reasonable support has been exhausted, the College will consider any further action available within its legal and contractual responsibilities.

66. Early Help

Attendance concerns may indicate that a family would benefit from additional support.

The College will consider Early Help where:

- attendance difficulties are persistent;
- family circumstances are affecting attendance;
- multiple agencies are already involved;
- parents request additional support;
- safeguarding concerns are emerging.

Early Help is intended to prevent difficulties escalating and should be considered before statutory intervention whenever appropriate.

67. Multi-Agency Working

The College recognises that improving attendance sometimes requires coordinated support.

Where appropriate, the College may work alongside:

- Children's Social Care;
- Early Help services;
- local authority attendance services;
- CAMHS;
- GPs;
- hospital teams;
- educational psychologists;
- SEND professionals;
- youth services;
- police;
- UKVI compliance teams (where applicable).

Information sharing will comply with safeguarding and data protection legislation.

68. Reintegration Following Prolonged Absence

Students returning following significant absence should experience a structured and supportive return.

The College may provide:

- reintegration meetings;
- pastoral support;
- academic catch-up;
- tutor mentoring;

- Medical Centre review;
- phased attendance;
- boarding support;
- regular review meetings.

Students should never feel disadvantaged because they have experienced illness or other genuine barriers to attendance.

69. Attendance Recognition

The College believes that positive attendance should be recognised.

Recognition may include:

- tutor praise;
- house recognition;
- certificates;
- parental communication;
- celebration within assemblies;
- pastoral awards.

Recognition should encourage positive habits without disadvantaging students who have experienced unavoidable medical absence.

70. Monitoring the Effectiveness of Attendance Intervention

The Deputy Head (Pastoral) will regularly evaluate:

- attendance trends;
- effectiveness of interventions;
- persistent absence rates;
- severe absence rates;
- attendance by vulnerable groups;
- parental engagement;
- safeguarding outcomes;
- student feedback.

This evaluation will inform future policy development and the College Improvement Plan.

Key Principle

Intervention should begin at the first sign of concern—not when poor attendance has become established. The College's aim is to remove barriers to attendance through early, supportive and collaborative intervention, ensuring that every student has the opportunity to engage fully with College life and achieve their potential.

Section 6

Boarding Attendance, Safeguarding, Children Missing Education, Quality Assurance and Monitoring

As an independent boarding school, St Andrew's College Cambridge has a duty not only to record attendance accurately but also to ensure that every student is safe, accounted for and appropriately supervised.

Attendance systems within boarding form an integral part of the College's safeguarding arrangements. This section should be read alongside the College's Safeguarding and Child Protection Policy, Missing Student Policy, Boarding Handbook and Staff Handbook.

71. Attendance as a Safeguarding Responsibility

Attendance is one of the College's most important safeguarding tools.

A sudden change in attendance, repeated lateness, unexplained absence or a failure to attend boarding registration may indicate that a student is experiencing:

- abuse;
- neglect;
- bullying;
- exploitation;
- child criminal exploitation;
- child sexual exploitation;
- domestic abuse;
- mental health difficulties;
- self-harm;
- substance misuse;
- online abuse;
- coercion;
- radicalisation;
- family difficulties; or
- other safeguarding concerns.

Attendance concerns will therefore always be considered alongside wider safeguarding information. No attendance concern is viewed in isolation.

72. Attendance and the Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) will receive information regarding attendance concerns where there is reason to believe that absence may indicate a safeguarding issue.

The DSL will consider:

- previous safeguarding history;
- vulnerability;
- Child Protection Plans;
- Child in Need status;
- Early Help involvement;
- missing episodes;
- behaviour concerns;
- online safety concerns;
- peer relationships;
- boarding concerns;
- mental health;
- contextual safeguarding.

Attendance information may contribute to:

- safeguarding risk assessments;
- Early Help Assessments;
- Child Protection referrals;
- strategy discussions;
- multi-agency meetings.

73. Children Missing Education (CME)

The College recognises its statutory responsibility to identify and respond appropriately where a child may be missing education.

A child missing education is a child of compulsory school age who is not receiving suitable full-time education and whose whereabouts may be unknown.

Where there are concerns that a child may be missing education, the College will:

- undertake reasonable enquiries;
- contact parents;
- contact emergency contacts where appropriate;
- liaise with previous or future schools where appropriate;
- notify the Local Authority where required;
- maintain detailed records of enquiries undertaken;
- involve the DSL;
- consider safeguarding concerns;
- follow statutory guidance.

The College will not remove a compulsory school-age student from roll until all statutory requirements have been met.

74. Missing Student Procedures

Attendance systems work alongside the College's Missing Student Policy.

A student may be considered missing where:

- their whereabouts cannot be established;
- they fail to attend required registration;
- they leave College without permission;
- they fail to return from authorised leave;
- they cannot be located within boarding;
- staff have reason to believe the student may be at risk.

The Missing Student Policy should be implemented immediately where appropriate.

There is no requirement to wait for a specified period before commencing safeguarding action.

The welfare of the student is always the overriding priority.

75. Boarding Attendance

Boarding attendance extends beyond academic attendance.

Students are expected to attend all required boarding registration sessions and remain in accordance with boarding expectations unless authorised leave has been granted.

Face-to-face registration provides assurance that each student is safe and well.

Boarding attendance includes:

- morning welfare checks;
- evening registration;
- overnight presence;
- weekend registration;
- sign in/out procedures;
- authorised overnight leave;
- educational visits;
- holiday departures and returns.

The College's existing expectation that boarding registration requires direct face-to-face contact between staff and students is retained.

76. Leave from Boarding

Boarding students wishing to leave the boarding house must obtain appropriate permission.

The College will maintain clear records of:

- destination;
- supervising adult;
- expected return time;
- emergency contact details;
- transport arrangements where appropriate.

Students must:

- sign out;
- sign back in;
- comply with curfew;
- maintain contact where required.

Failure to comply may result in safeguarding action.

77. Weekend and Overnight Monitoring

Boarding staff maintain welfare oversight throughout weekends and holiday periods where boarding remains open.

Attendance arrangements during weekends include:

- face-to-face registration;
- welfare checks;
- authorised leave monitoring;
- overnight checks;
- sign in/out records;
- communication with parents where appropriate.

Students remaining in boarding during holiday periods continue to fall under College safeguarding arrangements.

78. Students Returning Following Extended Absence

Following prolonged illness, hospitalisation, bereavement or other significant absence, a structured reintegration programme will normally be arranged.

This may include:

- reintegration meeting;
- pastoral review;
- academic planning;
- timetable adjustments;
- Attendance Support Plan;
- counselling;
- Medical Centre review;
- boarding support;
- wellbeing monitoring.

The aim is to support a successful and sustainable return.

79. Part-Time Timetables

The College believes every student is entitled to a full-time education.

A temporary part-time timetable will only be considered in exceptional circumstances where it is clearly in the student's best interests.

Examples may include:

- significant medical needs;
- serious mental health difficulties;
- reintegration following prolonged illness;
- advice from medical professionals.

A part-time timetable will:

- be temporary;
- have clearly defined objectives;
- include review dates;
- involve parents;
- involve the student where appropriate;
- be approved by the Deputy Head (Pastoral);
- be reviewed at least fortnightly.

Part-time timetables will never be used simply as a behaviour management strategy.

80. Attendance Data

The College uses attendance information to improve outcomes for students.

Attendance data will be analysed to identify:

- trends over time;
- vulnerable groups;
- year group comparisons;
- boarding house comparisons;
- persistent absence;
- severe absence;
- punctuality;
- safeguarding indicators;
- intervention effectiveness.

Data analysis informs strategic planning and resource allocation.

81. Quality Assurance

The College will undertake regular quality assurance to ensure attendance systems remain effective. This includes:

Register Audits

Reviewing:

- completion rates;
- timing;
- accuracy;
- attendance coding;
- amendments.

Attendance Audits

Reviewing:

- intervention quality;
- Attendance Support Plans;
- communication with families;
- safeguarding referrals;
- attendance meetings.

Policy Review

This policy will be reviewed:

- annually;
- following legislative changes;
- following inspection recommendations;
- following significant safeguarding incidents where attendance procedures require review.

Staff Training

All relevant staff will receive attendance training as part of:

- induction;
- annual safeguarding updates;
- attendance system updates;
- iSAMS training;
- boarding training.

Training will ensure consistent application of attendance procedures.

82. Monitoring and Evaluation

The Deputy Head (Pastoral) will prepare attendance reports for the Senior Leadership Team and Governing Body.

Reports will include:

- whole College attendance;
- year group attendance;

- boarding attendance;
- persistent absence;
- severe absence;
- vulnerable students;
- attendance interventions;
- safeguarding themes;
- attendance coding compliance;
- recommendations for improvement.

Governors will challenge and support senior leaders in maintaining high attendance standards.

83. Equality, Inclusion and Reasonable Adjustment

The College is committed to ensuring that attendance procedures are applied fairly.

When considering attendance, staff will take account of:

- disability;
- SEND;
- chronic medical conditions;
- mental health;
- protected characteristics;
- cultural factors;
- language barriers;
- boarding circumstances.

Reasonable adjustments will be considered where appropriate.

High expectations remain for every student, but support will be tailored to individual needs.

84. Record Keeping

Attendance records form part of the College's safeguarding records.

The College will ensure:

- attendance records are accurate;
- records are securely stored;
- access is limited to authorised staff;
- records are retained in accordance with statutory requirements;
- information sharing complies with UK GDPR and Data Protection legislation.

Attendance information may be shared where safeguarding or legal obligations require it.

85. Policy Review

The Deputy Head (Pastoral) is responsible for ensuring that this policy remains compliant with current legislation and reflects best practice.

The policy will be reviewed:

- annually;
- following changes to DfE guidance;
- following changes to attendance legislation;
- following changes to boarding regulations;
- following significant operational learning.

Minor amendments may be made during the year where necessary to maintain legal compliance.

Monitoring Schedule

Activity	Responsibility	Frequency
Register completion audit	Attendance Officer	Weekly
Attendance review meeting	Attendance Officer & Deputy Head (Pastoral)	Weekly
Attendance data analysis	Deputy Head (Pastoral)	Half-termly
Safeguarding attendance review	DSL	Half-termly
Governor attendance report	Deputy Head (Pastoral)	Termly
Policy compliance review	Deputy Head (Pastoral)	Annually

Key Principle

Attendance is about more than being present. It is about ensuring that every student is safe, known, supported and able to thrive. At St Andrew's College Cambridge, attendance systems are designed not only to maximise educational opportunity but also to safeguard every student through consistent routines, early identification of concerns and a culture of care, accountability and partnership.

Conclusion

St Andrew's College Cambridge believes that outstanding attendance is achieved through strong relationships, high expectations and compassionate support.

By working collaboratively with students, families, boarding staff, teaching staff and external agencies, the College seeks to remove barriers to attendance, promote wellbeing and ensure that every student can benefit fully from the educational and pastoral opportunities offered by the College.

Regular attendance is a shared commitment and a visible expression of the College's values of responsibility, respect, belonging and excellence.

Appendix A

National Attendance Codes (England)

Quick Reference Guide for Staff

Academic Year 2026–2027

Purpose

This appendix provides staff with a quick reference to the Department for Education's attendance and absence codes.

Accurate attendance coding is essential because attendance registers are **legal documents** and form an important part of the College's safeguarding arrangements. Incorrect coding can affect attendance data, safeguarding oversight and statutory returns.

The Attendance Officer is responsible for monitoring coding accuracy; however, every member of staff completing a register shares responsibility for ensuring attendance is recorded correctly.

Key Principles

✓ Registers should be completed within the first **10 minutes** of every lesson.
✓ Use the **correct DfE attendance code**.
✓ If unsure, seek advice from the Attendance Officer before completing the register.
✓ Attendance codes should never be guessed.
✓ Attendance information should always support safeguarding.

PRESENT AT SCHOOL

(Student is receiving education)

Code	Description	When Used	Example
/	Present (AM)	Present at morning registration	Student attends morning registration
\	Present (PM)	Present at afternoon registration	Student attends afternoon registration
L	Late before register closes	Student arrives after registration begins but before it closes	Traffic delay
B	Off-site educational activity	Supervised educational activity	University visit
D	Dual registration	Student attends another registered school	Shared placement
K	Education provision arranged by the Local Authority	Alternative provision	LA Tuition
P	Sporting activity	Approved sporting representation	National competition
V	Educational visit	College trip	Geography field trip

Code	Description	When Used	Example
W	Work experience	Approved work placement	Sixth Form work experience

AUTHORISED ABSENCE

(College has agreed the absence)

Code	Description	Example
C	Authorised leave of absence	Exceptional family circumstances
C1	Regulated performance / employment	Licensed theatre performance
I	Illness	Flu, sickness, migraine, mental health illness
J1	Interview	University interview
M	Medical or dental appointment	Orthodontist appointment
R	Religious observance	Eid, Yom Kippur
S	Study Leave	Approved Year 13 study leave
T	Traveller absence	Traveller family travelling for work

UNAUTHORISED ABSENCE

(Student should be in College)

Code	Description	Example
G	Holiday not authorised	Family holiday in term time
N	Reason not yet established	Awaiting parent's explanation
O	Unauthorised absence	No acceptable reason received
U	Arrived after registers closed	Student arrives after closing time

NOT REQUIRED TO ATTEND

(Does not count against attendance)

Code	Description	Example
X	Not required to attend	Sixth Form student not expected in College
Q	School unable to provide education	Emergency closure
Y1	Transport disruption	School transport unavailable
Y2	Widespread travel disruption	National rail strike preventing attendance
Y3	Part of school site closed	Science block closed
Y4	Whole school unexpectedly closed	Burst water main

Code	Description	Example
Y5	Exceptional unavoidable circumstances	Serious emergency affecting attendance
Y6	Public health restrictions	Government restrictions (if applicable)
Y7	Other exceptional unavoidable cause	Exceptional circumstance preventing attendance

Quick Decision Guide

Student is sitting in front of you?

→ **/** or ****

Student arrives late?

Before register closes

→ **L**

After register closes

→ **U**

Student is ill?

College accepts illness

→ **I**

Student has an appointment?

Medical/Dental

→ **M**

Family holiday?

Approved (exceptional)

→ **C**

Not approved

→ **G**

Parent has not contacted College?

Temporarily

→ **N**

If no acceptable explanation

→ **O**

Common Mistakes

❌ Leaving **N** on the register permanently.
✓ Replace it once the reason becomes known.

❌ Using **M** for the whole day.
✓ Student should attend before or after the appointment wherever possible.

❌ Using **U** for every late student.
✓ Use **L** if they arrive before the register closes.

❌ Recording holidays as **C**.
✓ Holidays are normally **G** unless they meet the criteria for exceptional authorised leave.

❌ Changing codes without informing the Attendance Officer.
✓ Attendance amendments should always be traceable.

Appendix B

Attendance Intervention Pathway

Attendance	Stage	Action
98–100%	Universal	Celebrate excellent attendance
95–97.9%	Tutor Monitoring	Weekly review
90–94.9%	Stage 2	Attendance Support Plan
Below 90%	Stage 3	Parent meeting
Below 50%	Stage 4	Multi-agency intervention

Appendix C

Attendance Support Plan

Student Name	
Year Group	
Tutor Group	
Boarding House	
Date of Meeting	
Attendance (%)	
Persistent Absence (Below 90%)	☐ Yes ☐ No
Severe Absence (Below 50%)	☐ Yes ☐ No
Review Date	
Meeting Chaired By	

1. Student Strengths

What is the student doing well? Consider academic engagement, relationships, resilience, interests, talents and positive attendance habits.

2. Barriers to Attendance

Please tick all that apply and provide additional details where appropriate.

Barrier	Tick	Comments
Anxiety	☐	
Physical Health	☐	
Mental Health	☐	
Homesickness	☐	
Friendship Issues	☐	
Bullying	☐	
Family Circumstances	☐	
Sleep Difficulties	☐	
Motivation	☐	
Academic Difficulties	☐	
SEND	☐	
Transport	☐	
Boarding Adjustment	☐	
Medical Appointments	☐	
Other	☐	

3. Student Voice

Question	Student Response
How do you feel about attending College?	
What do you enjoy most about College?	
What makes attendance difficult?	
What would help you attend more regularly?	
Is there anything else you would like staff to know?	

4. Attendance Targets

SMART Target	Success Measure

Examples

- Attend every morning registration.
- Attend all timetabled lessons.
- Improve attendance to **95%** by the review meeting.

- Reduce late arrivals to zero.

5. Support Agreed

Please tick all support that will be provided.

Support	Tick	Staff Responsible
Tutor mentoring	☐	
Attendance check-in	☐	
House Parent support	☐	
Deputy Head (Pastoral) mentoring	☐	
Medical Centre support	☐	
Counselling	☐	
Mental Health support	☐	
Academic support	☐	
Study support	☐	
SEND support	☐	
Attendance report card	☐	
Weekly attendance review	☐	
Early Help referral	☐	
External agency involvement	☐	
Other	☐	

6. Parent / Guardian Actions

Agreed Actions

7. Student Actions

Agreed Actions

8. Staff Actions

Staff Member	Action Agreed	Completion Date
Tutor		
House Parent		
Attendance Officer		
Deputy Head (Pastoral)		
Other		

9. Review

Progress Since Previous Meeting

Remaining Concerns

Next Steps

10. Outcome of Review

Outcome	Tick
Attendance significantly improved – Return to routine monitoring	☐
Continue Attendance Support Plan	☐
Increase support	☐
Refer to Stage 3 intervention	☐
Refer to DSL	☐
Early Help required	☐
External agency referral	☐
Other	☐

11. Review Arrangements

Next Review Date	
Review Lead	
Attendance Target by Next Review	

Signatures

Name	Signature	Date
Student		
Parent/Guardian		
Tutor		
House Parent (if applicable)		
Attendance Officer		
Deputy Head (Pastoral)		

Confidentiality

This Attendance Support Plan contains confidential personal information and should be stored securely in accordance with the College's Data Protection Policy. It should be shared only with staff who require the information to support the student's attendance, welfare or safeguarding.

Appendix D

Attendance Meeting Record

Date	
Student Name	
Tutor Group	
Year Group	
Boarding House	
Attendance %	
Attendees	
Reason for meeting:	

Summary of discussion:	
Agreed actions:	
Support offered:	
Review date:	

Appendix E

Tutor Weekly / Bi-weekly Attendance Checklist

☐ Review tutor attendance report
☐ Congratulate excellent attendance
☐ Speak with students below expected attendance
☐ Identify any patterns
☐ Check missed work completed
☐ Inform Attendance Officer of concerns
☐ Record actions

Appendix F

Attendance Dashboard (for SLT)

Measure	Current Week	Previous Week	Target
Whole College			97%
Year 11			
Year 12			
Year 13			
Year 14			
Boarders			
Persistent Absence			
Severe Absence			

Measure	Current Week	Previous Week	Target
Unauthorised Absence			

Appendix G
Attendance Letter Templates
Letter 1 – Attendance Concern

(Stage 2 – Early Attendance Support)

Private & Confidential

<Date>

<Parent/Guardian Name>

<Address>

Dear <Parent/Guardian Name>,

Re: Attendance Concern for <Student Name>

I hope this letter finds you well.

I am writing because we have recently reviewed **<Student Name>'s** attendance at St Andrew's College Cambridge and have noticed that it has fallen below the level we would normally expect.

At present, <Student Name>'s attendance is:

Current Attendance: XX.X%

Whilst we understand that there can be many genuine reasons why a student's attendance may fluctuate, regular attendance is one of the strongest indicators of academic success, wellbeing and positive engagement with College life. As a boarding school, it also plays an important role in our safeguarding responsibilities, helping us ensure that every student is safe, supported and able to thrive.

At this stage, we are not seeking to apply sanctions. Instead, we would like to work in partnership with you and <Student Name> to understand whether there are any barriers affecting attendance and to offer support where it may be helpful.

Why attendance matters

Students who attend regularly are more likely to:

- achieve their academic potential;
- maintain positive friendships;
- feel connected to College life;
- develop good routines and wellbeing;
- prepare successfully for examinations and future opportunities.

Even small amounts of absence can make it more difficult for students to keep pace with their learning.

How we can help

If there is anything affecting <Student Name>'s attendance—whether medical, emotional, academic or personal—we would encourage you to let us know. Support may include:

- regular tutor check-ins;
- House Parent support;
- meetings with the Deputy Head (Pastoral);

- support from the Medical Centre;
- academic mentoring;
- wellbeing support; or
- an Attendance Support Plan where appropriate.

We are keen to work together to identify any support that may help.

What happens next?

Over the coming weeks we will continue to monitor <Student Name>'s attendance closely.

If attendance improves, no further action will be required.

If attendance continues to decline, we may invite you to attend a meeting to discuss additional support and agree an Attendance Support Plan.

We would value your support

There is no need to respond to this letter unless you would like to discuss any concerns or feel that additional support would be helpful. If you would like to speak to us, please contact the Attendance Officer or myself using the details below.

Thank you for your continued support and partnership. We very much appreciate everything you do to support <Student Name>'s education, and we look forward to working together to ensure they continue to flourish at St Andrew's College Cambridge.

Yours sincerely,

Attendance Officer

Email: attendance@standrewscambridge.co.uk
Telephone: 01223 903408

Letter 2 – Invitation to Attendance Support Meeting

(Stage 3 – Attendance Support Meeting)

Private & Confidential

<Date>

<Parent/Guardian Name>

<Address>

Dear <Parent/Guardian Name>,

Re: Attendance Support Meeting for <Student Name>

I am writing further to our previous correspondence regarding <Student Name>'s attendance at St Andrew's College Cambridge.

Despite our earlier communication and continued monitoring, <Student Name>'s attendance remains below the level we would expect and is now causing us increasing concern.

As of today, <Student Name>'s attendance is:

Current Attendance: XX.X%

Whilst we appreciate that there may be genuine reasons affecting attendance, we are concerned that continued absence is beginning to have an impact on <Student Name>'s academic progress, wellbeing and engagement with College life.

Regular attendance is essential for academic success, but it is also an important aspect of our pastoral and safeguarding responsibilities. As a boarding school, we have a duty to ensure that every student is safe, well supported and able to participate fully in both their education and boarding community.

Attendance Support Meeting

We would like to invite you, together with <Student Name>, to attend an Attendance Support Meeting.

Date: _____

Time: _____

Venue: _____

Meeting Lead: Deputy Head (Pastoral)

The purpose of this meeting is to:

- review <Student Name>'s attendance;
- understand any barriers to regular attendance;
- hear both your views and those of <Student Name>;
- agree practical strategies to improve attendance;
- identify any additional support the College can provide; and
- develop an individual Attendance Support Plan with agreed targets and review dates.

This meeting is intended to be collaborative and supportive. We recognise that attendance difficulties can arise for many different reasons and our priority is to work together to achieve sustained improvement.

Before the Meeting

It would be helpful if you could consider:

- whether there have been any changes at home or in family circumstances;
- whether <Student Name> has experienced any health or wellbeing concerns;
- whether there are any worries about College, boarding or friendships;
- whether there are practical barriers affecting attendance; and
- any support you feel would help your child attend more regularly.

If there is any relevant medical information that you feel would assist us, please bring this with you or send it in advance of the meeting.

Attendance Expectations

The College expects all students to attend every timetabled lesson, registration and compulsory College activity unless there is a genuine reason preventing attendance.

Following our meeting, attendance will continue to be monitored closely and we will review progress against the agreed Attendance Support Plan after an appropriate period, normally three to four weeks.

We are confident that, by working together, we can help <Student Name> re-establish positive attendance habits and ensure they continue to make good progress.

If You Are Unable to Attend

If you are unable to attend the meeting at the proposed time, please contact the Attendance Officer as soon as possible so that an alternative appointment can be arranged.

Thank you for your continued support. We look forward to working with you and <Student Name> to achieve a positive outcome.

Yours sincerely,

Deputy Head (Pastoral)
St Andrew's College Cambridge

Letter 3 – Senior Attendance Review

(Final Stage of the Attendance Support Process)

Private & Confidential

<Date>

<Parent/Guardian Name>

<Address>

Dear <Parent/Guardian Name>,

Re: Senior Attendance Review for <Student Name>

I am writing following our previous correspondence and Attendance Support Meeting regarding <Student Name>'s attendance at St Andrew's College Cambridge.

Despite the support offered by the College and the actions agreed within the Attendance Support Plan, we remain concerned that <Student Name>'s attendance has not improved to the level required.

As of today:

Current Attendance: XX.X%

Whilst we recognise that there may be genuine factors affecting attendance, we are increasingly concerned about the impact that continued absence is having on <Student Name>'s education, wellbeing and engagement with College life.

As outlined in the College's Attendance Policy, regular attendance is fundamental to academic success and forms an important part of our safeguarding responsibilities. We therefore believe it is appropriate to undertake a formal review of the support provided and to consider what further action may now be necessary.

Senior Attendance Review Meeting

You are invited to attend a Senior Attendance Review Meeting.

Date: _____

Time: _____

Venue: _____

The meeting will be chaired by the **Deputy Head (Pastoral)** and will normally be attended by:

- Deputy Head (Pastoral)
- Attendance Officer

- Tutor
- House Parent (where appropriate)
- <Student Name>
- Parent(s)/Guardian(s)

Other members of staff, including the Designated Safeguarding Lead or Medical Centre staff, may attend where this would assist the discussion.

Purpose of the Meeting

The meeting will:

- review attendance since the Attendance Support Plan was introduced;
- evaluate the effectiveness of previous interventions;
- consider any new information or barriers to attendance;
- review safeguarding and welfare needs;
- determine whether additional support or reasonable adjustments are required;
- agree any further actions needed to improve attendance.

We remain committed to working in partnership with you and are keen to understand whether there are additional ways in which the College can support <Student Name>.

Possible Outcomes

Depending on the discussion, the meeting may result in one or more of the following:

- continuation of the Attendance Support Plan;
- revised attendance targets;
- additional pastoral or wellbeing support;
- referral to appropriate external services where required;
- consideration of reasonable adjustments;
- enhanced attendance monitoring;
- review of boarding arrangements where appropriate;
- consideration of the College's contractual or sponsorship responsibilities where applicable.

Any decisions will be made carefully, proportionately and in the best interests of <Student Name>, taking account of their individual circumstances.

Sponsored International Students

Where <Student Name> is studying under UK immigration sponsorship arrangements, continued poor attendance or engagement may have implications for the College's sponsorship responsibilities. If this is relevant, it will be discussed fully during the meeting and any actions will be taken in accordance with current Home Office sponsor guidance.

If You Are Unable to Attend

If you are unable to attend the proposed meeting, please contact the Attendance Officer as soon as possible so that an alternative date can be arranged.

Working Together

We appreciate that attendance difficulties can arise for many different reasons and recognise that they are often linked to wider issues affecting a young person's wellbeing. Our priority remains to work positively with you and <Student Name> to secure sustained improvements in attendance and to ensure that they are able to benefit fully from all that College life has to offer.

Thank you for your continued engagement and support. We look forward to meeting with you.

Yours sincerely,

<Deputy Head (Pastoral)>
Deputy Head (Pastoral)
St Andrew's College Cambridge

Letter 4 – Congratulations on Improved Attendance

(Attendance Support Successfully Completed)

Private & Confidential

<Date>

<Parent/Guardian Name>

<Address>

Dear <Parent/Guardian Name>,

Re: Congratulations on <Student Name>'s Improved Attendance

I am delighted to write to you with some positive news regarding <Student Name>'s attendance.

Following the support and interventions that have been put in place over recent weeks, we are pleased to see a significant improvement in <Student Name>'s attendance and engagement with College life.

Current Attendance: XX.X%

This improvement reflects the commitment shown by <Student Name>, together with the support provided by you as parents/guardians and the collaborative work between home and the College.

Please accept our sincere thanks for the positive way in which you have engaged with the Attendance Support Plan and worked alongside us to help <Student Name> re-establish strong attendance habits.

Recognising Success

Improving attendance is rarely the result of one action alone. It requires determination, encouragement and consistent routines. We would particularly like to recognise:

- <Student Name>'s commitment to attending College regularly;
- your support and encouragement at home;
- the positive partnership that has developed between home and College.

These improvements will help <Student Name> to:

- maximise their academic progress;
- strengthen friendships and relationships;
- participate fully in College and boarding life;
- build positive routines;
- prepare successfully for future examinations and opportunities.

Next Steps

As a result of this sustained improvement, <Student Name> will now return to **routine attendance monitoring** in line with all other students.

No further attendance intervention is required at this stage.

We encourage <Student Name> to continue building on this positive progress and to maintain the excellent routines that have contributed to this success.

Should any future difficulties arise, please remember that we are always happy to offer advice and support at an early stage.

Thank You

Thank you once again for your partnership and continued support. Working together has enabled us to achieve a very positive outcome, and we are delighted to see <Student Name> benefiting from improved attendance and engagement.

Please pass on our congratulations to <Student Name>. We hope they feel proud of what they have achieved, and we look forward to seeing their continued success throughout the remainder of the academic year.

Yours sincerely,

<Attendance Officer Name>
Attendance Officer
St Andrew's College Cambridge

Appendix H

Reintegration Plan

Date	
Student Name	

Tutor Group	
Year Group	
Boarding House	
Reason for absence	
Length of absence	
Attendees	
Meeting notes	
Medical advice	
Academic support	
Pastoral support	
Review date	