

Tuesday 14th October 2025

Dear Parents and Carers,

The Importance of Attendance at Shrivenham CE Primary School

At Shrivenham CE Primary, we are committed to ensuring that every child receives the very best start to their education. Regular attendance is essential for children to achieve their full potential, both academically and socially. Each day of learning builds upon the last, and when children are absent, they can quickly fall behind – not only in their studies but also in their confidence and relationships with peers.

Our Graduated Response to Attendance

In line with our Cambrian Learning Trust Attendance Policy, we are introducing a Graduated Response to support improved attendance across our school community. This approach ensures that we work in partnership with families at the earliest opportunity to identify and remove any barriers to attendance.

The Graduated Response includes a clear, supportive process:

- Early identification and communication when attendance begins to cause concern.
- Targeted support and meetings to explore any underlying issues and agree on practical steps forward.
- Formal monitoring and involvement from external agencies if attendance does not improve following early interventions.

Our aim is always to work collaboratively with parents and carers to support children back into regular, sustained attendance – not to penalise families, but to ensure every child can benefit fully from all that school has to offer.

Our Shared Responsibility

We appreciate that there may be times when absences are unavoidable, such as illness. However, we ask that all families:

- Avoid taking holidays during term time.
- Communicate promptly with the school about any absence.
- Seek advice from the school if you are struggling with your child's attendance or punctuality.

Together, we can make a real difference to your child's learning, wellbeing, and future success.

Thank you for your continued support and partnership in promoting excellent attendance at Shrivenham CE Primary School.

Yours sincerely,

Cora Williams

Head of School

Attendance %	Expectations of Actions
100% – 96% EXPECT	Excellent attendance • Celebration • Rewards
95% – 91% (9.5 – 19.5 days lost in school) MONITOR LISTEN AND UNDERSTAND	Initial concerns • Early Intervention • Class teacher discussion with child and parents to identify any barriers • Letter to parents to inform of attendance % referring to school policy and signpost to support in school • Consider attendance contract 92% and below • Reasonable adjustments considered • Identify patterns
90% – 86% (19.5 – 28.5 days lost in school) FACILITATE SUPPORT FORMALISE SUPPORT	Persistent Absence • Regular tracking by HSLW and HOS • Consider safeguarding concerns and refer to threshold document • Formal letter home to parents – referring to policy and invite to meeting • Strengths and needs completed • HSLW or HoS to meet with parents and implement attendance contract • Targeted support and adaptations considered • Consider medical evidence letter and unauthorised codes • Fortnightly meetings with HSLW and HOS • Early help or TAF/TACs considered • County Attendance Team notified and may be involved
85% – 51% (28.5+ days lost in school) FORMALISE SUPPORT	Persistent Absence continues – no or little improvements • Weekly tracking by HSLW or HOS • Consider safeguarding concerns and refer to threshold • County Attendance Team involvement • Multi-agency involvement – TAF/TAC in place • Attendance contract reviewed fortnightly with parents and if appropriate with the child/ren
50% – 0% ENFORCE SUPPORT	Severe Absence • Statutory intervention or prosecution to protect the pupil's right to an education.