

CAMBOURNE VILLAGE COLLEGE

An Academy of



PRINCIPAL: LYNN MAYES



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Date

<Parent/Carer Name>
<Address Line>
<Town>
<County>
<Postcode>

Dear <Parent/Carer Name>

Re: Attendance of: **FORENAME SURNAME** DOB: **XXXX**

Thank you for working with us to help improve «forename»'s attendance. Their current attendance is **XX%**. However, this is still a concern and can potentially have further implications on their attainment. We would like to work with you to offer support to help improve «forename»'s attendance. The next step in offering this support is an Attendance Contract.

An Attendance Contract:

- is a voluntary contract that you can end at any time.
- Can last as long as is helpful
- Can include regular catch-ups to offer support
- Can help to reduce barriers to attendance
- Can involve any other services open to you, who can be involved if you would like.

Our attendance policy includes more details about an Attendance Contract.

If you have any questions, please feel free to contact me to discuss further. We would be grateful if you could attend a meeting with us:

Date: XXXX Time: XXXX

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.



We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely



Vanessa Popplewell
Attendance Officer

