

CAMBOURNE VILLAGE COLLEGE



PRINCIPAL: CLAIRE COATES
CHIEF EXECUTIVE: STEPHEN MUNDAY CBE MA

An Academy of



Sheepfold Lane, Cambourne, Cambridge CB23 6FR
(01954) 284000

enquiries@cambournevc.org
www.cambournevc.org

Date

Dear Parent/Carer

Re: Attendance of **PUPIL NAME**

I am writing to let you know that «forename»'s school attendance has fallen to «percentage_attendance»% and is therefore at the point of beginning to cause some concern. I have enclosed a copy of «forename»'s attendance record, which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Attendance at this level means «forename» is missing some important sections of learning time in school. Regular attendance is extremely important; not only is it a legal requirement, but it also has a big impact on learning, as well as relationships with peers. At this level, students begin to struggle to keep up with the required work.

I will continue to monitor «forename»'s attendance and look forward to seeing it increase. Please do remember to pass on relevant medical information, doctor's notes, and appointment details.

If there are any particular circumstances of which the school may not be aware, please do get in touch with me, or the tutor, or the Head of Year, so we can support resolving any difficulties.

Yours sincerely,

Olivia Crosby
Attendance Officer

Cc Education Welfare Officer

Encs Record of Attendance
School Attendance Leaflet

