

# 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](mailto:enquiries@cambournevc.org)  
[www.cambournevc.org](http://www.cambournevc.org)

<date>

Dear Parent and Carer

**Re: Attendance of <forename> <surname> (<TG>)**

I am writing to advise you that <forename>'s school attendance has fallen to <percentage\_attendance>% and is therefore at the point of beginning to cause some concern. <forename>'s attendance record, which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised is outlined in this letter and is also available on Go4Schools.

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 attainment, 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 an improvement. It is important that you report any absence from school by 8:30am on the morning of absence by emailing [thecollege@cambournevc.org](mailto:thecollege@cambournevc.org). Please do remember to pass on relevant medical information, doctor's notes, and appointment details, where relevant to <forename>'s absence.

If there are any circumstances of which the school may not be aware of which is having an influence of <forename> attending school regularly, please do get in touch with me, the tutor, or the Head of Year, so we can support resolving any difficulties.

Yours sincerely,

Vanessa Popplewell  
Attendance Officer  
Enc. Record of attendance, School Attendance Leaflet



Cambourne Village College is part of The Cam Academy Trust, a company limited by guarantee and registered in England and Wales with company number 0749 1945. The registered office is at Comberton Village College, West Street, Comberton, Cambridgeshire, CB23 7DU