

CAMBOURNE VILLAGE COLLEGE



PRINCIPAL: CLAIRE COATES
CHIEF EXECUTIVE: STEPHEN MUNDAY CBE MA

An Academy of



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Dear Parent/Carer

Re: Attendance of **PUPIL NAME**

I am writing to advise you that «forename»'s school attendance has not significantly improved since our recent communication. I have enclosed a copy of «forename»'s attendance record, which shows an analysis of attendance, punctuality and whether the absences are authorised or unauthorised.

I am now formally requesting the involvement of the Education Welfare Officer who will contact you in due course to arrange a meeting. I will continue to be available to discuss this matter with you. Please contact me at The College should you have any additional queries.

A copy of this letter will be placed in your child's school file.

Yours sincerely

Sean Sumner
Deputy Principal

cc Education Welfare Officer
Enc. Record of Attendance

