

CAMBOURNE VILLAGE COLLEGE

An Academy of



PRINCIPAL: LYNN MAYES



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(01954) 284000

thecollege@cambournevc.org
www.cambournevc.org

Date

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

Dear <Parent/Carer Name>

Re: Attendance of: FORENAME SURNAME DOB: XXXX

Thank you for continuing to work with us to improve <<forename>>'s attendance. It is a pleasure to say that <<forename>>'s attendance has improved from XX% to XX%, since the Attendance Contract was agreed on XX/XX/XXXX. As of today, the Attendance Contract will now cease.

As per our attendance policy, should the attendance decline as a result of absences for unauthorised reasons, this could potentially result in a referral to the Local Authority for enforcement actions to be considered.

Offers of support remain open to you and <<forename>>, where we strive to work together to remove barriers to attendance. If you have queries or want support, please contact me.

Yours sincerely

Vanessa Popplewell
Attendance Officer

