

# 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**

Unfortunately, <<forename>>'s attendance has continued to decline. We recognise that this could be due to a variety of reasons and are keen to continue to offer our support and to identify how these barriers are affecting <<forename>>'s attendance. We would like to consider what support can be put in place to help improve the situation.

As per our attendance policy, we would like to invite you to a meeting to review the Attendance Contract that was agreed on xxx, where any new barriers to attendance can be discussed and support offered.

We would be grateful if you could attend a meeting with us:

Date: **XXX** Time: **XXX**

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.

Yours sincerely

Vanessa Popplewell  
Attendance Officer

