

# CAMBOURNE VILLAGE COLLEGE

An Academy of



PRINCIPAL: LYNN MAYES



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

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

November 2024

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

Dear <Parent/Carer Name>

Re: Attendance of: **FORENAME SURNAME** DOB: **XXXX**

I'm sorry to hear that you no longer wish for the Attendance Contract to continue. We will therefore terminate the Attendance Contract, as per your request. As of today's date (XX/XX/XXXX), <<forename>>'s attendance is XX%

As per our attendance policy, should the attendance decline, or if <<forename>> is absent for unauthorised reason(s), this can result in a referral to the Local Authority for enforcement actions to be considered.

The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

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

