



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)

Date

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

Dear <Parent/Carer Name>

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

It is unfortunate that despite our offers of support, <<forename>>'s attendance has failed to improve sufficiently. May we remind you that the Attendance Contract is only effective if everyone engages and works together to improve <<forename>>'s attendance.

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. If engagement and attendance do not improve, you are at risk of the Attendance Contract terminating, which may result in a referral to the Local Authority, who 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**.

We would like to avoid this if possible and continue to work with you to support you and <<forename>>'s. 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

