

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**

It is unfortunate that despite our offers of support, <<forename>>'s attendance has failed to improve. In our warning letter dated xxx, we warned that the Attendance Contract would be terminated if attendance did not improve. This is detailed in our attendance policy and in the Attendance Contract that was agreed between us on **XX/XX/XXX**. As <<forename>>'s attendance has not improved, we are now terminating the Attendance Contract.

As per our attendance policy, we will now be referring this matter 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>>. If you have any queries or want support, please contact me.

Yours sincerely

Vanessa Popplewell
Attendance Officer

