

CAMBOURNE VILLAGE COLLEGE

An Academy of



PRINCIPAL: LYNN MAYES



Sheepfold Lane, Cambourne, Cambridge CB23 6FR
(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 was unfortunate that you were unable to attend the Attendance Contract Meeting which was due to be held at **xxx on xxx at xxx**.

We acknowledge that the situation may be difficult for you at this time. We would welcome another chance to meet with you to continue offering our support to you and **<<forename>>**.

<<forename>>'s attendance is currently **xx%**.

It is important that we work together and that **<<forename>>**'s attendance improves. The Attendance Contract is a more informal route aimed at improving attendance. If you choose not to engage with this, and **<<forename>>**'s attendance doesn't improve, we will need to liaise with the Local Authority to discuss next steps, as per our attendance policy, which is available to view on our website.

To arrange the Attendance Contract meeting, please telephone **xxx on 01954 284000** or email thecollege@cambournevc.org. We would like to see you in person, however this meeting can take place online if you would prefer.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Vanessa Popplewell
Attendance Officer

