

Headteacher
Mr James Kilsby
BSc Hons
Deputy Headteachers
Miss Jessica Scott
BA Hons
Mrs Rebecca Cole
BA Hons
Mr Richard Moore
B. Ed Hons



Cottenham Primary School
Lambs Lane, Cottenham,
Cambridge, CB24 8TA
Tel: 01954 250227

E.Mail: office@cottenham.cambs.sch.uk

Web: www.cottenham.cambs.sch.uk

Date

<<Name>>
<<Address of parent>>

Dear Parent,

Re: Child Name: <<Student Full Name>> **Class:** <<Tutor Group>>
School: Cottenham Primary School

I am writing to inform you that <<forename>>'s attendance is still causing concern. We are aware that many pupils were unable to access education due to COVID and school attendance is now more important than ever. Therefore, we need to meet with you urgently to discuss the situation.

You are required to attend a meeting with a member of the Attendance Team to discuss this matter further at the date and time below.

Date: Time:

Should <<forename>>'s attendance remain irregular; we may have to refer this matter to the Local Authority who could consider more formal action. This might result in a Penalty Notice Fine and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**, and a fine of up to **£2500 and/or 3 months in prison.**

Absence due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical evidence will be required.

We look forward to meeting 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 and therefore avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Attendance Officer

