

Headteacher  
Mr James Kilsby  
BSc Hons  
Deputy Headteachers  
Miss Jess 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](mailto:office@cottenham.cambs.sch.uk)

Web: [www.cottenham.cambs.sch.uk](http://www.cottenham.cambs.sch.uk)

25 April 2023

<<Parent Salutation>>  
<<Address of parent>>

Dear Parent,

**Re: Child Name:** <<Child's full name>>  
**School:** Cottenham Primary School

**Class:** <<Tutor Group>>

We have noticed that <<child forename>>'s attendance is less than 96%. Your child's attendance data is available to view by logging in to your MCAS account. Should you still require access to MCAS or are struggling to log in please contact the School Office.

Regular attendance is extremely important as missing school can have an impact on learning and, as I am sure you are aware, it is a legal requirement. We are all mindful of the impact of COVID on children's learning, however we must all do our utmost to minimise the disruption, to allow for their future academic outcomes and life chances.

We will continue to monitor <<forename>>'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on <<forename>> attending school regularly or if you are concerned about your child's attendance due to the impact of COVID, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Attendance Officer

