2025

<<Name>>

<<Address of parent>>

Dear Parent,

**Re: Child Name**: << Student full name>> **Class**: <<Tutor Group>>

**School:** Cottenham Primary School

Thank you for working with us to improve <<forename>>’s attendance. It is a pleasure to say that <<forename>>’s attendance has improved from xx% to <<YTD attendance>>%, since the Attendance Contract was agreed on xx/xx/xxxx. As of today, the Attendance Contract will now cease.

As per our Attendance Policy, should the attendance decline as a result of absences for unauthorised reasons, this could potentially result in a referral to the Local Authority for enforcement actions to be considered.

Offers of support remain open to you and <<forename>>, where we strive to work together to remove barriers to attendance. If you have queries or want support, please contact me.

Yours sincerely

Gabriella Perkins

Attendance Officer