2025

<<Name>>

<<Address of parent>>

Dear Parent,

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

**School:** Cottenham Primary School

It is disappointing that despite our offers of support, <<forename>>’s attendance has failed to improve sufficiently. 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 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 would like support, please contact me.

Yours sincerely

Gabriella Perkins

Attendance Officer