Date

<<Name>>

<<Address of parent>>

Dear Parent,

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

**School:** Cottenham Primary School

It was unfortunate that you were unable to attend the Attendance Contract Meeting which was due to be held at xxx on xxx at Cottenham Primary School.

We acknowledge that the situation may be difficult for you at this time and recognise you may already have lots of meetings to attend. We would welcome another chance to meet with you to continue offering our support to you and <<forename>>.

<<forename>>’s attendance is currently <<YTD attendance>>%.

If child is NOT Section 19 (medical needs):

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.

If child IS Section 19 (medical needs):

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. We acknowledge that an Attendance Contract is voluntary, however supporting <<forename>>’s life chances and wellbeing is important and we are hopeful that the attendance contract will support this, as per our attendance policy, which outlines how we support medical needs.

To rearrange the Attendance Contract meeting, please telephone Gabriella Perkins on 01954250227 or email [office@cottenham.cambs.sch.uk](mailto:office@cottenham.cambs.sch.uk) by 2 days from the date of this letter. Should we not hear from you we will take this as your decision as to not engage with us and will contact the Local Authority accordingly. 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

Gabriella Perkins  
Attendance Officer