

Headteacher
Mr James Kilsby
BSc Hons
Deputy Headteachers
Miss Jess Scott
BA Hons
Mrs Rebecca Cole
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Date

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

Dear Parent,

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

I am writing to advise you that <<forename>>'s school attendance is causing concern as it has fallen to <<percentage_attendance>>% and as a result we are becoming concerned that <<forename>> is missing a significant part of learning. 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.

I 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.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

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

Deputy Headteacher, Team Leader

