2025

<<Name>>

<<Address of parent>>

Dear Parent,

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

**School:** Cottenham Primary School

I’m sorry to hear that you no longer wish for the Attendance Contract to continue. We will therefore terminate the Attendance Contract, as per your request. As of today’s date (xx/xx/xxxx), <<forename>>’s attendance is <<YTD attendance>>%.

As per our Attendance Policy, should the attendance decline, or if <<forename>> is absent for unauthorised reason(s), this can result in a referral 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>>, 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