2025

<<Name>>

<<Address of parent>>

Dear Parent,

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

**School:** Cottenham Primary School

<<forename>>’s attendance is currently <<YTD attendance>>% so we would like you to work with us to help improve this as it is a concern and can prevent her making good progress. To help improve <<forename>>’s attendance, we are proposing that the next step should be an Attendance Contract with you. An Attendance Contract:

* is a voluntary contract that you can end at any time
* can last as long as is helpful
* can include regular check-ins to offer support
* can help to reduce barriers to attendance
* can involve any other support services available to you

Our Attendance Policy includes more details about an Attendance Contract.

To prepare the Attendance Contract we kindly ask that you attend a meeting with us:

**Date: xxx 2025 Time: xxx am**

Should this particular date and/or time not be possible, please let us know no later than 2 days prior to the proposed meeting date and we will look to re-arrange. This meeting can take place in person or online if you would prefer.

This meeting is an opportunity for you to discuss any concerns you may have. We look forward to continuing to support <<forename>> and I hope that you will work with us to improve <<forename>>’s attendance. If you have any queries, please do not hesitate to contact me on the number above.

Yours sincerely

Gabriella Perkins  
Attendance Officer