

Headteacher
Mr James Kilsby
BSc Hons
Deputy Headteachers
Miss Jess Scott
BA Hons
Mrs Rebecca Cole
BA Hons
Mr Richard Moore
B. Ed Hons



Cottenham Primary School
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Date

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

Dear Parent,

Re: Child Name: <<Child's full name>> **DOB:** << DOB>>
School: Cottenham Primary School

I am writing about <<forename>>'s absence from school from <<date>> to <<date>>.

From information received from other sources we believe that this was due to term time leave. You have not followed the correct procedure for requesting leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. If the absence was not due to exceptional circumstances but due to illness, please provide medical evidence to support this.

If we do not hear from you within the next 7 days, <<forename>>'s absence will be recorded as 'G' denoting unauthorised term time leave.

If an unauthorised absence is recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Yours sincerely

Attendance Officer

