2025

<<Name>>

<<Address of parent>>

Dear Parent,

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

**School:** Cottenham Primary School

Thank you for working with us to help improve <<forename>>’s attendance. Their current attendance is <<YTD attendance>>%. However, this is still a concern and can potentially affect their life chances. We would like to work with you to offer support to help improve <<forename>>’s attendance. The next step in offering this support is an Attendance Contract.

An Attendance Contract:

* is a voluntary contract that you can end at any time.
* can last as long as is helpful
* can include regular catch-ups to offer support
* can help to reduce barriers to attendance
* can involve any other services open to you, who can be involved if you would like.

Our Attendance Policy includes more details about an Attendance Contract.

We recognise that <<forename>> is being supported by other professionals. It’s important that we all work together to make it as easy as possible for <<forename>>’s to access education. We believe that an Attendance Contract can help to achieve this.

If you have any questions, please feel free to contact me to discuss further. We would be grateful if you could attend a meeting with us:

**Date: xxx Time: xxx**

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress 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