



# Bottisham Village College

Achievement through Inspiring, Caring, Enriching

**Principal: Mrs Jenny Rankine M.Ed LLCM**

Lode Road, Bottisham

Cambridge CB259DL

Tel: 01223 811250

[www.bottishamvc.org](http://www.bottishamvc.org)

[enquiries@bottishamvc.org](mailto:enquiries@bottishamvc.org)



HS/bg

October 2026

Dear Parent/Carer

## Attendance

| Summary of Actions | Deadline |
|--------------------|----------|
| For Information.   | N/A      |

We are delighted to have welcomed students back for the new school year. As we start the term, we wanted to share why attendance matters so much and how we can work together to support it.

Coming to school every day helps your child build the routines, confidence and friendships that make the rest of the year easier. It also supports their learning directly: students with 95–100% attendance are nearly twice as likely to achieve strong GCSE results (grades 9–5) compared with those attending 90–95% of the time. Even five days out of school can make a real difference — that's the equivalent of 25 lessons missed.

We know that mornings aren't always easy, and that every family's circumstances are different. If anything is making it hard for your child to get into school regularly, please speak to us — we would much rather help early than find out later. You can contact the Attendance Team on 01223 811250 or [attendance@bottishamvc.org](mailto:attendance@bottishamvc.org)

## Setting a Strong Routine

A settled start to term makes a big difference. During the first half term, it helps to reset sleep schedules, reintroduce familiar routines such as preparing uniform and bags the night before, and limit screens for at least an hour before bed. A calm, structured morning helps your child feel more confident walking through the gates.

## When your Child is Unwell: How we Code Absence

We know parents sometimes aren't sure whether a child is well enough to come in. As a general guide, children can usually still attend school with mild symptoms such as a runny nose, sore throat, cough or headache, provided they don't have a high temperature and are otherwise well. Please see the enclosed NHS guidance sheet, "Is my child too ill for school?", for more detail on specific illnesses and how long children should stay off for. When you report an absence, please let us know the specific reason (for example, "high temperature" or "vomiting") rather than a general "unwell", as this is what allows us to code the absence correctly and, where appropriate, mark it as authorised. Clear, specific information also helps us spot patterns early and offer support where it's needed. If your child is well enough to attend but not feeling 100%, please do still send them in — we will keep an eye on them during the day and contact you if that changes.



# Bottisham Village College

Achievement through Inspiring, Caring, Enriching

**Principal: Mrs Jenny Rankine M.Ed LLCM**

Lode Road, Bottisham

Cambridge CB259DL

Tel: 01223 811250

[www.bottishamvc.org](http://www.bottishamvc.org)

[enquiries@bottishamvc.org](mailto:enquiries@bottishamvc.org)



## How You Can Help

- Ensure your child is in school every day, arriving on time.
- Let us know as early as possible, and with a specific reason, if your child is absent.
- Keep holidays and appointments to school holidays.
- Talk positively about school and get in touch early if anything is worrying your child.

We've also enclosed a poster with a summary of these points, which you may find useful to keep somewhere handy at home.

Thank you, as ever, for working with us to help your child get the most from this school year. We're here to help if you need us.

Yours sincerely,

**Mrs H Slipper**  
**Assistant Principal**