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
enquiries@bottishamvc.org

HS/bg

November 2026

Dear Parent/Carer

Attendance

Summary of Actions	**Deadline**
For Information.	N/A

Welcome back to a busy half term ahead.

We want every student to thrive at Bottisham, ensuring all are making good progress and fully enjoying our enrichment, trips and clubs.

We thank you for working with us on making sure attendance is a priority, whatever the starting point and it is great to see real improvements in many of our student's attendance this term.

A few reminders to parent/carers as the colder winter weather may be approaching:

- **When your child is unwell.**
  Illness is the main reason for absence in winter. NHS guidance is that children with common cold symptoms, such as a sore throat, runny nose or cough, can usually attend school unless they have a high temperature. If you are unsure, search "Is my child too ill for school?" on nhs.uk or use the attached guide. If your child is too unwell to attend, please contact the College by phone or email by 8.40am on each day of absence, stating the reason for your child's absence.
  If we have not heard from you, we will contact you on the morning of the first day of absence to check that your child is safe.

- **Appointments**.
  Please make medical and dental appointments outside school hours where possible. If that is not possible, please send your child to school before and after the appointment and tell us in advance.

- **Support.**
  If getting into school is difficult for any reason, including worries about school, friendships or mornings at home, please speak to us early. Your first contact is your child's form tutor, Head of Learning, or Mrs Ovenden, Attendance Officer, on studentabsences@bottishamvc.org. If your child has special educational needs or a disability and would benefit from adjustments, Mrs Stanyer, our SENCo, will work with you to agree a plan.

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Thank you for your support. We look forward to a positive half term together.

Yours sincerely,

Mrs H Slipper
Assistant Principal