



"Inspiring a love of lifelong learning"

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Tuesday 7th October 2025

Dear Parents/Carers

I am writing to inform you that we are currently in the process of reviewing our **Attendance Policy** and would really value your input. It is very important to us that our parents and carers are involved in this process to ensure the policy reflects the needs and perspectives of our school community.

To support this, we are inviting **at least one parent or carer from each year group, including Nursery**, to take part in a meeting to discuss the policy. The meeting can be held **either face-to-face or online**, depending on what works best for those involved.

We will do our best to be as flexible as possible with the date and time to accommodate everyone's availability.

If you are interested in being part of this parent/carer group, please email us at attendance@charvilleacademy.org.

Once we have established the group, **Mrs Trotter** or **Mrs Kelly** will be in touch to arrange a convenient meeting date and time.

Your feedback and participation will play a key role in helping us develop an attendance policy that supports all our pupils and families.

Thank you for your continued support.

Yours Sincerely

Mrs Kelly (Headteacher) & Mrs Trotter (Attendance Officer)



