



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

Silverdale Road, Earley,  
Reading, RG6 7HS  
0118 926 2467  
MESoffice@maidenerleghtrust.org  
www.maidenerleghschool.co.uk  
@MaidenErleghSch

3 September 2021

Dear Parent/Guardian

### Attendance at Maiden Erlegh School

I hope that you and your family have had an enjoyable break. We are very hopeful that this year we will experience a more 'normal' academic year, as we no longer have to send children home if another child tests positive with covid in their group. Attendance was clearly impacted by covid last year across all schools, and we are very keen to return to our usual excellent attendance standards. To this end we wanted to remind you of some of our key attendance policies and practices.

Parents are expected to notify the school before 9.00am by emailing [mesattendance@maidenerleghtrust.org](mailto:mesattendance@maidenerleghtrust.org) that their child will be absent due to illness.

Decisions as to whether the absence is authorised or unauthorised will be made by the school.

Medical or dental appointments should, in all cases, be made after the school day has ended, except in an emergency.

Leaves of absence can only be granted in exceptional circumstances, going on holiday during term time does not constitute as an exceptional circumstance.

Parents should submit request for leave of absences to the school office at least 15 days before the first day of the proposed absence.

Where a student is absent from school for any length of time (including visits overseas) the school may remove a student after 6 weeks of absence.

If a student's attendance falls below 90%, the school will contact home to offer support. In many of these cases WPA will also be involved. (WPA have been employed by Maiden Erlegh Trust to help monitor and track attendance).

Our full attendance policy can be found [here](#).

There is a clear correlation between attendance and achievement, and we want to support families in ensuring all students who attend Maiden Erlegh have an excellent attendance record. We recognise that some students face challenging circumstances, and some have serious medical conditions, and therefore we have an attendance team to support them and the wider family. This team comprises of the Attendance Officer – Anna Hobart, your child's Head of Year, Sarah Beckett in Inclusion and Kellie Hinton from WPA and the Education Welfare Team at Wokingham Borough Council.

We look forward to working with you.

Yours sincerely

Miss A Cheshire  
Assistant Headteacher