



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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11 November 2022

Dear Parent/Guardian

I am writing to update you about our whole school attendance, this has been consistently above the national average since term began. We can't do this without your help and support so thank you, however, we are always keen to improve upon our figure. To this end we wanted to remind you of some of our key attendance policies and practices, and in particular, I would like to draw your attention to the request for leave of absence (the 4th bullet point).

Parents are expected to notify the school before 9:00am, by emailing 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. No sixth former is allowed to book driving lessons during the school day.

Leave of absence can only be granted in exceptional circumstances, going on holiday, or visiting relatives abroad during term time does not constitute as an exceptional circumstance. Parents should submit requests for leave of absence to the school office at least 15 days before the first day of the proposed absence. All leave of absence requests must be referred to Wokingham Authority, any parent taking a child on holiday or to visit relatives abroad may have to pay a fine of £60 per child and these absences will be unauthorised. There is no requirement of the school to set any work during this time. Where a student is absent from school for any length of time (including visits overseas) the school may remove a student after 4 weeks of absence.

If a student's attendance falls below 90%, the school will contact home to offer support. 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 - Jonathan Rumble, your child's Head of Year, Clare McIntyre in Inclusion, and the Education Welfare Team at Wokingham Borough Council.

Our full attendance policy can be found here:

<https://www.maidenerleghschool.co.uk/attachments/download.asp?file=3158&type=pdf>

Thank you again for your support.

Yours sincerely

Miss A Cheshire

Assistant Headteacher (with responsibility for attendance)