



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

6 November 2023

Dear Parent/Guardian

Student Attendance Update

I hope you and your child had a good and restful October half term break. I am writing to update you on some attendance matters that I am hoping will clarify some processes.

How to contact the school if your child is unwell

If your child is unwell, please email the school by 8:00am, stating your child's name, tutor group, and reason for illness, using the attendance email address, which is mesattendance@maidenerleghtrust.org. Please do not call the school to notify us of an illness. Please note that you must contact the school every day your child is absent from school, by email.

Unauthorised absences

If we have not received an email notification from a parent or guardian that their child will be absent from school by 8:00am, we will send out an unauthorised absence email early in the morning. Please note on very busy days, we may not have accessed all our emails from parents and guardians regarding absences, but would prefer to contact all parents where a student has not been marked present, in line with our safeguarding policy. If you receive the unauthorised absence, but have emailed in already, you may ignore this email.

NHS COVID19 Advice

If your child has mild COVID19 symptoms, such as a runny nose, a sore throat, or a slight cough, and feels well enough, they can go to school as normal. Your child should try to stay at home and avoid contact with other people if they have [symptoms of COVID-19](#) and they either:

- have a high temperature
- or do not feel well enough to go to school or do their normal activities.

Your child is no longer required to take a COVID19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

Finally, and most importantly thank you for your support. As you know there is a close correlation between attendance and achievement and attendance and well-being, and as a school we strive for 97% attendance across all year groups. If you have any concerns regarding your child's attendance, please contact their head of year in the first instance, so they can support you.

Yours sincerely

Miss A Cheshire
KS5 Assistant Headteacher