



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Steve Jump  
BA Ed (Hons), NPQH

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8 November 2024

Dear Parents/Guardians,

Please read the following on:

- Late after 9am & penalty notices
- Arriving late to school
- Reporting Illness
- Feeling unwell during school hours

### **Late After 9am - Registers Close**

Following the changes to Attendance that came into Law in August 2024, we are now required to submit data to Wokingham Borough Council for students **with 10 or more AM or PM sessions unauthorised per half term**. The AM or PM Sessions are considered unauthorised if a student is more than 30 mins late for the session, even if they subsequently attend classes. This may result in a **Penalty Notice** and fine being issued.

To support you in avoiding this outcome, we are implementing a new process. From now on, if your child accumulates **6 or more unauthorised absent sessions (after 30 minutes late or absent without approval for the am or pm session)**, we will send a warning email to alert you at the end of the week. This will provide an opportunity to address any issues before the situation escalates.

We understand that there can be challenges that affect attendance and punctuality, and we are here to work with you to resolve any concerns. If you need any further support or have questions about this process, please do not hesitate to contact your child's head of year.

### **Arriving late to school**

On arrival at school after 8:50am, all students must report to Student Services in C12. Our Fire Register is held here and will be updated with their arrival. We will also update their attendance so that it reflects in your MCAS app.

### **Reporting Illness**

If your child is unable to attend school due to illness, please ensure you inform the attendance team before 8:00 AM on the day of absence including the reason for the absence (detail of symptoms / type of appointment). You can do this by emailing [mesattendance@maidenerleghtrust.org](mailto:mesattendance@maidenerleghtrust.org). It is important that we are notified early to record the absence correctly and ensure your child's safety.

### **Illness During School Hours**

If your child feels unwell while in school, they must inform a teacher, who will decide if they need to go to the medical room for assessment. Students should not contact you directly to request collection. Our staff will ensure your child is properly assessed, and if necessary, a member of



staff will contact you to arrange for your child to be collected. Your child must be signed out by a staff member before leaving the premises.

These procedures are in place to ensure the safety and wellbeing of all students, and we appreciate your cooperation in following them.

Thank you for your cooperation and continued support in ensuring your child's attendance and punctuality remains strong.



Anne Cheshire  
Assistant Headteacher



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Aim High



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