





MAIDEN ERLEGH

SCHOOL

Headteacher: Steve Jump
BA Ed (Hons), NPQH

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10 January 2025

Dear Parent Guardian

Years 7 – 11 Student Attendance Information

I hope this letter finds you well and you had an enjoyable break. I would like to take this opportunity to update you on some important information regarding student attendance for Years 7-11.

1. Weekly Attendance Updates

From Friday 17 January, the school will be providing parents with weekly updates regarding the school's attendance percentage. These updates will include an accompanying explanation in the context of the school, local area, and national averages. By putting this data in perspective, we aim to help you better understand how your child's attendance compares and how it may be impacting their learning. We believe this transparency will allow us to work together more effectively.

2. Support for Families Facing Attendance Challenges

We are also pleased to announce that Maiden Erlegh Trust has appointed Miss Megan Walsh as our new Education Welfare Officer to support families and students who are struggling to maintain strong attendance. Miss Walsh will be working closely with parents and students to identify any barriers to regular attendance and offer practical support to help overcome these challenges. If your child is facing difficulties with attending school regularly, Miss Walsh will be available to provide guidance and assist in finding the best solutions to support your family.

3. Reporting Illness

To ensure accurate attendance records, we kindly request that when reporting an absence due to illness, you email the attendance team at mesattendance@maidenerleghtrust.org with specific details about the reason for your child's absence. Simply stating that your child is "ill" or "unwell" is not sufficient. Providing more detailed information (such as the nature of the illness or symptoms) will help us process the absence appropriately and may support your child's return to school.

4. Supporting SEN Students

We would like to thank those parents and carers who attended last term's SEN Coffee Morning and shared valuable feedback. We recognise that students with special educational needs (SEN) face unique challenges and we are committed to providing the best possible support for them. If your child has had a particularly difficult night or morning that may affect their attendance, we encourage you to email our SEN team directly at messend@maidenerleghtrust.org. They will be able to forward this information to the most relevant member of staff who can provide support.

Yours sincerely

Miss A Cheshire
Assistant Headteacher



Aim High



Be Inclusive



Work Together