



29 June 2022

Dear Parent/Guardian

Attendance and Punctuality

At Maiden Erleigh School in Reading we are committed to providing high quality inclusive learning opportunities for all pupils and we believe that excellent attendance and punctuality both play a crucial part in helping our pupils to reach their full potential.

When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can have a detrimental effect on their achievement, regardless of their academic ability. They may also feel embarrassed and unprepared arriving to the classroom when everyone else is settled and ready to learn. Furthermore, when one student arrives late, it causes disruption and inconvenience to the entire class and the teacher, meaning everyone's education is compromised.

The table below shows how much time can be missed over a year by arriving late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

Moving forward, to help students to form good habits with attendance and punctuality we are adjusting our Late to School procedure. Currently, lateness to school is addressed with breaktime detentions. We are now moving to 40 minute after school detentions that will take place on a Friday. This is starting from 4 July 2022. If a student arrives late to school twice or more in a week, they will be issued with a 40 minute detention on a Thursday that will be sat the following day on the Friday. The communication for this will be sent home on the Thursday as it is issued to the student. Our school day starts at 8.40am. Late slips will be issued from 8.40am on the entrance gate.

If you are experiencing any difficulties you wish to make us aware of, please contact myself on 01189 668 065 to discuss how we may support you. In the meantime, we are asking for your full support in ensuring your child attends school each day on time.

Yours sincerely

Mrs M Cowling
Attendance Officer