

18 December 2023

Dear Parent/Guardian

### **Attendance and Punctuality at Maiden Erlegh School in Reading**

As our first full term draws to a close, we would like to thank you for your support with attendance and punctuality thus far this academic year.

We are pleased to have seen an improvement in students arriving to tutor on time since introducing our "08:38 is late" initiative. Please support us in continuing to push the importance of punctuality and hopefully we will see a continued improvement.

We are in regular communication with Reading buses, keeping us up to date with local road works and closures, so please be on the lookout for communication from the school informing you of any planned works, so that you can avoid affected routes or adjust your morning routines to minimise any potential delays.

With the winter break approaching, we have seen an increase in students taken out of school before the end of term to travel abroad. We would like to remind parents that ANY holiday taken during the school term will be unauthorised, which may lead to a fine and potential prosecution from the local authority. We understand that travelling during the school term in exceptional circumstances may be unavoidable. However, we would like to remind parents that they must complete and submit an absence form for us to consider authorising any absence. The form can be found on our website [here](#).

Finally, please be reminded that MER operate an attendance traffic light system to monitor students' attendance and punctuality; we will be celebrating students who get it right, whilst also reminding and supporting students and parents who are not where they should be.

- 100 – 96% Attendance levels are good – where we want all students to be
- 96 – 93% Attendance levels become a cause for concern – monitoring
- 93 – 90% Attendance levels are concerning – school Intervention
- Below 90% Attendance levels are worrying – referral to EWO

Students that achieved 100% attendance have received a certificate and we are working on other rewards for those in the "100% club". There will also be acknowledgement for those that stay above 96%.

If we have cause for concern, you may have received communication from us making you aware of your child's current percentage and offering support for improvement.

Student attendance is a shared responsibility, and we encourage open communication between parents, teachers, and the school to address any challenges that may hinder attendance.

Thank you for your cooperation and dedication to the education of our students. Should you have any questions or concerns regarding attendance, please do not hesitate to contact us.

Wishing you all a restful winter break and we look forward to welcoming students back into school on Monday 8 January 2023.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Hood', with a stylized flourish at the end.

Mr D Hood  
Assistant Headteacher for Behaviour and Culture