

Dear Parent/Guardian

Admissions Information Required

Preparations are well underway to ensure a smooth transition for your child into Year 7 in September 2025. We have liaised with your child's primary school to ensure we have all the information we need to help support them. As we prepare to welcome our new Year 7 students, we kindly ask Year 6 parents and guardians to complete the admissions forms. This information is essential to ensure a smooth transition for your child and to make sure we have everything needed for their admission into the school.

You will be asked to provide key details such as contact information, medical needs, emergency contacts, and supply consent for activities and school-related services. We ask that all parents provide their national insurance number and date of birth for free school meals (FSM) eligibility checks. Even if you do not wish to use this funding, the school can use this information to access additional funding that directly supports your child's education.

This year, we are excited to introduce the MyChildAtSchool (MCAS) app, which allows you to securely submit your child's information directly into our Bromcom Management Information System (MIS). In addition to the mobile app, MCAS can also be accessed on a desktop computer by visiting www.MyChildAtSchool.com.

To get started, please download the MyChildAtSchool app from your device's app store:

- **App Store (iOS)**
[MyChildAtSchool on the App Store](#)
- **Google Play (Android)**
[MyChildAtSchool on Google Play](#)



On the morning of Wednesday 25 June, you will receive a personalised login email directly from Maiden Erlegh School in Reading (12717@bromcomcloud.com). **Once received, you ONLY HAVE 24 hours to activate your account.** To activate your account, please **click the link in the email** and **create your password**. Once this has been created, you can then log in on the app or website.

There will be an opportunity to ask questions about this process during the Information Evening on Wednesday – if you wish to bring your smart phone with you, please do so and our team will do our best to answer your queries.

Siblings

Some of you may already have a child at MER and already have an MCAS account. If you do, you should find that your Year 6 child now appears in your account. **If they don't** – please **do not** try to activate a new account, but contact us to assist you. It may be that they haven't been



linked correctly. If you can see your Year 6 child on MCAS then some of your information will already appear — **please check this thoroughly**. Any changes made to contact details will be updated across all siblings.

Admissions Forms

Once your account is set up, please ensure you are on your Year 6 child, go to the **section 'Admissions Forms'** and work your way through them all until you are able to submit to school. We kindly ask that all information is completed by **Friday 4 July**.

Once the admissions information has been submitted, please allow 24 hours for the system to sync with our MIS. Please note that the admissions information can only be submitted once; however, further changes can be made after submission through the Data Collection section in the MCAS app.

Please use this easy to follow guide on setting up MCAS and completing the [admission information which you can find here](#).

Special Educational Needs (SEN)

We ask that **all parents complete the form linked below**, regardless of whether your child has an identified SEN. This helps us to ensure we have accurate and up to date information, including any speech and language needs or Key Stage 2 access arrangements: [SEN Admission Form](#)

Medical Information

To inform the school office of **in-depth** medical conditions, please email us at meroffice@maidenerleghtrust.org putting FAO Student Services in the subject line. Please ensure you include your child's full name and date of birth so we can ensure we log it in the correct student's profile.

Consent

Included in the MCAS admissions information, we are seeking your consent for the following:

- Acceptable Use of Digital Technology Agreement
- Consent to use school inhaler and auto-injector (epipen) in an emergency
- Home School Agreement - Parent
- Photographic Consent
- Trips and Visits Consent

These documents are available to download when you start the admissions process, and they will be available in the Important Documents area of the app once your child is on roll here in September. We have also added them to [this page of the website here](#) so that you can refer to them easily when you are asked to consent.

If you do not receive the email, please check your junk/spam folder first. If it's not there, feel free to contact the school office for support via meroffice@maidenerleghtrust.org

Uniform

Our uniform list can be found [on this page here](#) and in the Uniform Policy which can be found in the Policy section of our [website here](#). For branded items, our uniform supplier is Stevensons



<https://www.stevensons.co.uk/>. We recognise that some families may at this time be experiencing financial hardship. If this is the case or you are in receipt of Pupil Premium funding, then please do not hesitate to contact us, if you require additional support.

Transition Update

Wherever possible, the transition team have now visited our feeder primary schools, where they have been able to say hello, introduce themselves and meet the young people, who are joining us in September.

We have created a dedicated area of our website containing a lot of information which you may find useful. This section can be found by clicking here; [Starting at Maiden Erlegh School in Reading](#)

There is also a guide to the Apps that we use which can be found here: [Communication](#)

All our school policies, such as data protection, privacy notices, health and safety and more can be found on our website on our [Key Policies page](#).

We very much look forward to welcoming your family into our community, and we will be in touch with further information in due course.

Thank you for your cooperation.

Yours sincerely



Will Graham

Headteacher

Maiden Erlegh School in Reading

