

4 September 2025

Dear Parent / Guardian

Welcome to the New Academic Year

We hope you had a restful and enjoyable summer break. As we begin this new academic year, we are excited to welcome back all students and extend a particularly warm welcome to our new Year 7 pupils and their families. At the heart of our school, we have a strong sense of community, where every student is valued and encouraged to come to school each day knowing it is a safe, supportive, and inspiring place to grow and learn. We are committed to working in partnership with all families, and we encourage open and honest communication with our stakeholders to ensure that student attendance remains a top priority. Together, we can provide the consistency and care that every young person needs to thrive. We look forward to working with you, and to supporting your child's success throughout their time at Maiden Erlegh School in Reading.

The Importance of Attendance

Attending school regularly is one of the most important factors in a student's academic and personal development. Our school attendance target is **96% and above**, and we encourage every student to strive for excellent attendance from day one.

If your child is unwell and unable to attend, please ensure you report the absence promptly via **ClassCharts APP** (year 7 parent access will be provided shortly) or **email merattendance@maidenerleghtrust.org** before 8:30am on each day of absence.

Everyday Illness and Medication

For minor ailments such as headaches or colds, we encourage students to attend school where possible. If needed, medication can be provided in school — please ensure that any necessary medication is brought in, clearly labelled, and handed to the school office student services. If you are unsure whether your child is well enough to attend, please consult the NHS guidance: [🔗 Is my child too ill for school? – NHS](#)

Attendance Monitoring and Support

We closely monitor student attendance throughout the year. In line with government guidelines, any student with **attendance below 90%** is classed as a **persistent absentee**.



If attendance falls below this threshold, the following support process will be initiated:

1. **Initial Letter Home** – to raise awareness and offer early support.
2. **Follow-Up Letter** – if no improvement is seen, further contact will be made and you will be invited to attend a meeting to discuss concerns and put support strategies in place, we may also put in place an attendance contract to set goals and monitor improvement.
3. **Referral to Local Authority** – As a last resort if concerns persist, the case will be referred to the local authority for external support and action.

Term-Time Holidays and Unauthorised Absences

We would like to remind all parents that **holidays during term time will not be authorised** unless there are **exceptional circumstances**, and requests must be submitted in advance using the appropriate absence request form.

All absence requests should be made via the procedures outlined on the **Attendance and Reporting section of our school website**: [ATTENDANCE AND REGISTRATION](#)

Please be aware that **unauthorised term-time travel will result in a Fixed Penalty Notice (FPN)** being issued by the Local Authority. Each parent may be fined for each child who is taken out of school without authorisation.

For full details about FPNs and further possible actions taken by the Local Authority in cases of poor attendance, please visit the Education Hub on the Government website:

[Fines for parents for taking children out of school: What you need to know.](#)

We are confident that, by working in partnership with you, we can ensure your child has a happy, successful year full of learning and progress. Thank you for your continued support in prioritising attendance and making every school day count.

Yours sincerely,



Mr D Hood
Deputy Head Teacher

