



17 June 2026

Dear Parent / Guardian

Admissions Information Required – Maiden Erlegh School in Reading

In preparation for your child's transition into Year 7 in September 2026, we are working with your child's primary school to gather information we need to support them. We also ask that all parents complete our **Admissions Forms by Friday 26 June**. This information is essential to finalise your child's admission. You will soon be asked to provide the following key information:

Contact information for Parents/Guardian and additional emergency contact details.

Consents

- Photographic Consent
- Trips and Visits Consent
- Acceptable Use of Digital Technology Agreement
- Free School Meals (FSM) Eligibility Check Consent
- Paracetamol Administration Consent
- PTA Consent to Share Information

Supporting documents and further information on these consents can be found in the 'Documents' area of the app or [here on our website](#).

Free School Meals - we ask that all parents provide their national insurance number and date of birth to allow us to carry out eligibility checks. Even if you do not wish to access FSM, we can use your information to access additional funding to directly support your child's education. [Information on FSM eligibility criteria can be found here on our website](#).

Medical Information - additional more in-depth medical information must be emailed to: merstudentservices@maidenerleghtrust.org.

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 ensure we have accurate and up to date information, including any speech and language needs or Key Stage 2 access arrangements: [September 2026 Intake - MER Special Educational Needs Information](#)



MyChildAtSchool (MCAS) App

To provide admissions information you will use 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](#)



You will shortly receive a personalised login email from Maiden Erlegh School in Reading (12717@bromcomcloud.com). Please activate your account within 24 hours. If your 24-hour reset link has expired, enter your email address again and select Reset Password. A new email will be sent to you with a fresh link to reset your password.

If you already have an MCAS account for another child, you can access information for all your children through a single MCAS account. Provided your email address is identical and registered with the school for all your children, you can view and manage their details in one place.

How to Switch Between Children

- In the MCAS App: On the My Child dashboard, tap the student's name next to their photograph to open a drop-down list, then select the other child you wish to view.
- On the MCAS Website: Click on the child's name in the top left-hand corner of your dashboard to switch between linked children.

Please note that the admissions information can only be submitted once. Changes can be made after submission through the Data Collection section in the MCAS app. If a sibling is attending the school, some of your information may already appear - please check this thoroughly. If you change existing contact data this will update for all siblings.

Guidance for Completion of Admissions Forms

Please use the guides below to help setup MCAS and complete the admission information

[MCAS Parents guide](#)

[MER Admission Instructions](#)

[Parent's Video Guide to Activating an MCAS Account](#)

[YouTube how to complete Admissions Form via MCAS App](#)

When completing the admissions forms, we strongly recommend that you do this via the MCAS App and not the web-based version. Please note that the app version of the admissions form is easier to use, and the web-based version could result in the forms being submitted with missing information. If you have no other option but to use the web-based version, please follow the exact guidance in the video below.

[Parent's Guide to Completing the Admissions Form \(MCAS Desktop Version\)](#)



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.

A dedicated area containing further information can be found on our website under [MCAS](#).

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

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



Sarah Gibbs (Mrs)
Headteacher

