








MAIDEN ERLEGH

SCHOOL

Headteacher: Paul Gibson

MSc (Educational Leadership), BA (Economics)

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Dear Parent/Guardian

Attendance at Maiden Erlegh School

I hope this letter finds you well. As we progress through the academic year, we wanted to highlight the critical importance of school attendance and its impact on your child's education and future success.

In particular we wanted to explain how attendance percentages can sometimes be misleading for example if your child were to score 90% or above in an assessment this would be deemed excellent by all. However, when it comes to attendance, a rate of 90% tells a different story. If your child has 90% attendance, it means they have missed 19 days of school over the course of the year. This significant amount of missed time can seriously hinder their educational progress and overall performance.

Even at a 95% attendance, your child would miss 10 days of school annually. While this might seem minimal, these absences can lead to missed vital lessons, a lack of understand of key concepts, and important classroom interactions. Furthermore, we also observe increased levels of anxiety and disengagement when students have gaps in their knowledge, and they struggle to reintegrate back into school.

Our school strives for an attendance rate of 97% or higher. This goal is set with the understanding that students are more likely to succeed academically and socially when they consistently attend school. Regular attendance helps students keep up with their studies, engage fully in the learning process, maintain their confidence with education and build strong relationships with their peers and teachers.

We understand that there are circumstances that might necessitate an absence, such as illness or family emergencies. However, we encourage you to prioritize your child's attendance whenever possible and to communicate with us regarding any challenges you may face in ensuring consistent attendance.

We also want to draw your attention to the fact that if your child arrives at school after 9:15 am, this will be recorded as an unauthorised absence (U) for the entire morning session, in accordance with the Department for Education guidelines This policy is in place to underscore the importance of punctuality and to encourage students to develop good habits that will benefit them throughout their academic journey and beyond.

Why is it important that your child arrives for tutor at 8.30? There are important announcements that are given out by the tutor each morning, including snack break and room changes. Students all participate in the Reading Programme during tutor time and important assemblies take place providing advice to students.



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We understand that occasional delays can happen due to unforeseen circumstances. However, we ask for your cooperation in making punctuality a priority. Please ensure that your child leaves home with enough time to arrive at school for 8.30am. If you encounter any difficulties that affect your child's punctuality, please do not hesitate to contact us so we can work together to find a solution.

Thank you for your continued support and cooperation.

Yours sincerely



Miss A Cheshire
Assistant Headteacher



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