



12 September 2025

Dear Parent/Guardian

Attendance News

We were really pleased to see the students return to school and to welcome the new year 7 and year 12 students, and we look forward to working together with you.

I would like to take this opportunity to remind you of some key procedures regarding attendance and wellbeing:

- **Reporting Absence:** If your child is unwell and unable to attend school, please notify us via the *Class Charts* app, by 8.00am at the latest. This helps us ensure accurate and timely records.
- Requests for a planned leave of absence should be made by completing the Leave of Absence form in the '**To Request a Leave of absence**' section <https://www.maidenerleghschool.co.uk/page/?title=Attendance%2C+Punctuality+and+Registration&pid=273>
- **Student Wellbeing:** If your child is finding attending school challenging, please contact their form tutor in the first instance. The tutor will provide support and, if needed, refer the matter to the Head of Year and/or the Inclusion Team for further guidance

We were very pleased with the high level of attendance achieved last year and are keen to build on this success. As part of our commitment to encouraging excellent attendance, we will continue to celebrate students' achievements through house points, assemblies, and rewards such as vouchers for outstanding or improved attendance. We ask that you support your child's preparation for school, by ensuring they arrive on time and talk positively about school at home.

Thank you for your continued support in ensuring your child attends school regularly and punctually. I will continue to send weekly attendance percentages for the school.

We wish your child every success in the year ahead

Yours sincerely

Miss A Cheshire
Assistant Headteacher

