



MAIDEN ERLEGH

CHILTERN EDGE

Headteacher: Briony Bowers
MA, NPQH

- Reades Lane, Sonning Common, RG4 9LN
- 0118 972 1500
- meceoffice@maidenerleghtrust.org
- www.maidenerleghchilternedge.co.uk
- @MEChilternEdge

9 October 2024

Dear Parents/Guardian

Maiden Erlegh Chiltern Edge is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Your child is a valued member of our school community, and every day missed is a day lost without them.

Regular attendance is crucial to a student's academic success. Each day of school provides valuable learning opportunities, and consistent attendance helps students stay engaged with their studies, build positive relationships with their peers, and develop essential skills. Our goal at Maiden Erlegh Chiltern Edge is to support every student in achieving their full potential, and your involvement in maintaining high attendance is key to this success. As a result, we wish to celebrate those students who consistently attend school alongside the progress for those who may be faced with significant challenges when coming to school

We understand that there are times when absences are unavoidable due to illness, family emergencies, or other significant reasons. However, we encourage you to prioritise regular school attendance as much as possible. To assist you in this, the school will monitor, track and provide interventions to support, which are listed at the bottom of this letter. Through assemblies to all students, we have taken time to emphasise the value of attending school and stated that a change of language and mindset is vital for all stakeholders. Changing the idea of an overall percentage into missed days and hours of learning will be key in our strategy.

It is also important for us to communicate key statutory information at this point in the academic year to fully inform parents and caregivers. It is the policy of this school not to authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare, and any such request should be addressed to the headteacher in writing before the holiday is taken and you should not assume that permission will be granted.

If a term-time holiday is taken without permission, the absence will be recorded as unauthorised, and a referral may be made to the County Attendance Team. This may result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer. The current penalty is £80 per parent per child, rising to £160 per parent per child if not paid within 21 days.



Aim High



Be Inclusive



Work Together

Penalty notices are intended as an alternative to prosecution. If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure to secure regular school attendance. If further instances of unauthorised absence occur despite a penalty notice having previously been issued, or if the child's attendance is a wider matter of concern, the local authority may consider prosecution in any event.

Yours Sincerely,



Roddy Clark

Assistant Headteacher

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
1-4 days missed	5-10 days missed	11-15 days missed	16-19 days missed	20+ days missed Permanent persistent absentee
0-20 Lessons Missed	25-50 Lessons missed	55-75 Lessons missed	80 – 95 Lessons Missed	100+ Lessons Missed
Intervention Menu Tutor parental contact. Letters and phone calls	Intervention Menu Parent call by Head of Year team. Phase 2 Letter. 2-week attendance report to tutor in line with rewards. Attendance workshops Additional bespoke strategies	Intervention Menu Meeting with HoY and Parents Phase 3 Letter Attendance Action Plan 3-week attendance report to Head of Year Inclusion referral Attendance workshop Home Visits Bespoke intervention	Intervention Menu Fortnightly review meetings with Head of Year and Attendance Officer Phase 4 Letter Fortnightly attendance report to Attendance Officer Medical Officer referral Inclusion Meeting EBSA Referral Attendance workshop Safeguarding home visits where appropriate Subject round robin MASH/MARF referral	Intervention Menu Fortnightly review meetings with SLT & Attendance Officer Phase 5 letter 4 week attendance report to Senior Leadership Inclusion referral Medical officer referral Attendance workshop Safeguarding home visits where appropriate Subject round robin MASH/MARF referral Managed Move CME to LA Processes to action off role Alternative provision



Maiden Erlegh Trust is a company limited by guarantee and an exempt charity registered in England and Wales under company number 07548754 with registered office at Silverdale Road, Earley, Reading, RG6 7HS. "Maiden Erlegh Chiltern Edge" is a business name of the company.



Aim High



Be Inclusive



Work Together