








MAIDEN ERLEGH

SCHOOL IN READING

Headteacher: Will Graham

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Dear Parent / Guardian

Student Punctuality – Classcharts ‘U’ Codes and Consequences

I write to express our concerns around student punctuality, and to advise you of the procedures that will be followed when a student arrives late to school after 9:30 am, without a valid reason.

At Maiden Erlegh School in Reading, our values of **Aiming High**, **Being Inclusive**, and **Working Together** are at the heart of everything we do. These values are supported by our school rules: **Be Ready**, **Be Safe**, and **Be Respectful**.

Arriving to school on time is a key part of being ready to learn and showing respect for the learning of others.

When students arrive late without a genuine reason—specifically after 9:30 am - they will be marked with a **‘U’ code**, which records an unauthorised absence for the morning session. This obviously has a negative impact on the student’s attendance. Consequently, students will be issued with a **Senior Leadership Team (SLT) detention**, which will take place after school on a **Tuesday**.

You will be informed of this detention via email. It will also be visible in both yours and your child’s ClassCharts app. We strongly encourage you to check Classcharts regularly and support your child’s punctuality accordingly. If you have any issues logging into ClassCharts, please contact the school office who will be happy to assist you.

We take punctuality seriously because it reflects the high standards we expect from our students, all of the time. Being on time shows commitment, readiness to learn, and respect for the structure of the school day. It also ensures that every student is fully included in their learning from the very beginning of each day.

If there is a genuine reason why your child is struggling to arrive on time, please contact his/her tutor or head of year, so that we can work together and offer support.

Thank you for your ongoing support in helping us maintain a culture of high expectation, where all students can thrive.

Yours sincerely

Mr D Hood
Deputy Head Teacher



Aim High



Be Inclusive



Work Together