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Headteacher: Mr W Myers BA (Hons) PGCE NPQH
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Friday 9th January 2026

Information on school absence for parents of children at Richardson Dees

Dear parents and carers,

Please read on for a reminder of our absence procedures and expectations.

Rules of absence – by law in the UK, all children must attend school every day during term dates from the age of 5. You can only allow your child to miss school if either:

- they're too ill to go in
- you have advance permission from the school

Reporting an absence

- If your child cannot come to school, phone, text or email and let the school know before 9:00am on the first day of absence.
- If your child is absent and we have not heard from you by 9:30am, the school will text, phone you and then record the absence of your child. Where we do not hear from you, we will carry out a home visit.
- If you have a medical/dental appointment for your child during school time, please let the school know in advance and provide a copy of their dental / medical letter so that school can mark the absence as an authorised absence.
- Children can only be taken out of school for exceptional reasons. A holiday is generally not considered an exceptional circumstance. Please discuss any removal of your child as early as you can with the school.
- If your child does not have permission to be taken out of school, the school and the Council (local authority) are obliged by law to issue government fines, further fines and ultimately, prosecution. To understand how they work and avoid fines and prosecution, please talk to us so that we can work with you to help avoid this.

Advice on avoiding penalties for your child missing school. Speak to us if you:

- cannot get your child to school on time, every school day
- have more than one child at school, one is ill and you cannot get the other child to school
- are unable to organise medical / dental appointments outside of school hours and term dates
- need to book a holiday during term time and do not understand how the fines and penalties for absence work
- your child is unhappy at school and you want to explore options for help and support

Kind Regards,

Mr W Myers,
Headteacher



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