



Website: www.richardson-dees.eschools.co.uk

Email: office@rdees.org.uk

Telephone: 0191 263 8139

High Street East

Wallsend

Tyne and Wear

NE28 7RT



Headteacher: Mr W Myers BA (Hons) PGCE NPQH
Co-Chair of Governors: Mrs A Nicholson BA (Hons) MA NPQH
Co-Chair of Governors: Mr D Baker

Wednesday 9th September 2026

The Importance of Good Attendance

Regular attendance in school is crucial to giving our children the very best start in life. It helps build confidence and raise ambition. Good attendance in school is a foundation for all future successes.

Within North Tyneside our school has one of the lowest levels of attendance and we need to find a way to work with parents and carers to improve the attendance of all our children. We do understand and appreciate that all pupils will need to be absent occasionally – maybe for medical appointments, illnesses or family bereavements, for example.

All Absences

All absences should be reported to the school office either by phone, text or email before 9:00am on the day of absence. A reminder message will be sent from the school system for anyone without their attendance mark once all registers have been taken.

Lates

Anyone arriving before 9:30am will still get their mark for the morning session and we will record the number of minutes late for each occasion. Anyone arriving after 9:30am will be marked as unauthorised absence for the morning session.

Medical

If your child has any form of medical / dental appointment, please let the office know and provide a copy of any medical letter. They will be given an authorised absence mark on these occasions.

Holidays during term time

We do not authorise any holidays during term time except for exceptional circumstances. Any holiday of 5 days or more will be sent through to the Local Authority who will issue a Fixed Penalty Notice. Should an alternative reason be given for a leave of absence and it is found that you were on holiday, a retrospective fine will be issued.

Persistent Absence

Any pupil who has **90%** attendance or less is classed as a pupil who is persistently absent from school. At this point, we would be in touch to invite you into school to discuss ways in which we can work together to help improve attendance.





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How You Can Help Achieve Good Attendance

- ✓ Always ask for **medical appointments** outside of school time.
- ✓ **Never** allow your child to stay off for a birthday.
- ✓ **Never** keep siblings of absent pupils off school; talk to us and we will work out a way round this.
- ✓ **Do NOT book holidays during term time.** All holidays are unauthorised. You could also receive a fine for each child taken out of school.
- ✓ Please **talk to us** if you feel that your child is unhappy about coming to school and we will see what we can do to help.

Poor attendance could result in warnings, fines or even prosecution through the Attendance and Placement Service - we'd much rather work with you to avoid this.



Proud to be a
Schools North East
Partner School

