



# Attendance and Punctuality Guidance for Parents

## ATTENDANCE TEAM

Mr. P. RUTTER 0191 5615511 ext 40201

Miss T. SMITH 0191 5615511 ext. 40201

*Please telephone Mr. P. Rutter or Miss T. Smith  
before 9.00 a.m to report student illness*

## Full attendance is important because :

We want all our students to take full advantage of the opportunities provided by the Academy.

Students not in school are more at risk of getting involved in crime and antisocial behaviour.

The Education Act 1996 states that parents and carers are responsible for ensuring that their children attend school and are on time.

## Medical Appointments

Should be arranged where possible after school. Appointment card or letter should be supplied to the Attendance Team.

## Authorised absence means:

The parent/carer informed the Academy of the reason for absence.

The reason given for absence was reasonable and in line with Red House Academy's attendance policy.

The Academy decided the explained absence was authorised

## Unauthorised absence means:

The absence has not been explained, or the reason for absence was not in line with Red House Academy attendance policy.

***We expect your child to be in school on each day it is open for instruction unless he or she is too ill to attend or there are other authorised circumstances.***

**The following examples are not good reasons for absence and will not be authorised.**

**Shopping**

**Hairdressing/beauty appointments**

**Looking after younger children**

**Staying in for deliveries**

**Housework**

**Taking the last day of term off**

**No uniform**

**Football matches**

**Music Concerts**

## Truancy occurs when a student:

Misses the Academy without permission

Registers and then does not attend lessons or refuses to attend timetabled intervention sessions.

## **The Academy treats truancy very seriously**

We shall make all reasonable steps to inform you if your child is suspected or known to be truanting. Action will be taken by the Academy. This could include making up the work, daily attendance report or detention. In some cases if the whereabouts of a student is not known, it may be necessary to inform police.

## **Holiday in term time**

No holidays in term time will be authorised.

## **The Academy and home need to work together to achieve good attendance**

We need to know that our students are safe and where they are.

We have an electronic registration system.

We operate 'First Day Absence' text messages as a health and safety measure to safeguard our students. It is therefore important to have up to date contact numbers.

## **We need you to:**

Make sure that the academy knows the reasons for all absences as early as possible (by 9am)

Keep the Academy informed on a daily basis if the absence is ongoing.

Contact the Academy if you have any concerns about your child's attendance.

## **What we will do:**

Keep a close check on your child's attendance

Send attendance and punctuality statistics as part of the report to parents.

Contact you at home or at work if you haven't let us know why your son/daughter is absent.

Contact you if we have concerns about your child's attendance.

Involve the Local Authority if our concerns continue.

## **A Reminder**

Registration is at 8.30a.m. All Students are expected to be on time.

Parents and carers will be informed of persistent lateness.



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