



# HAVEN HIGH

## ATTENDANCE MATTERS

### REPORTING ABSENCES

We know you want the best for your child and to achieve this we need you to help us keep their attendance as high as possible. Every day of school missed is learning lost and learning is what can help reach their potential.

If your child is absent, contact us early as possible.

Make sure you contact us each day they are off school.

### DO YOU HAVE THE MyEd APP?



The MyEd app is the easiest way to report when your child is absent. It lets you send school a text message with the reason for absence.

### OR YOU CAN EMAIL IF YOUR CHILD IS ABSENT



Years 7 and 8: [HHA\\_AttendanceTollfield@havenhigh.net](mailto:HHA_AttendanceTollfield@havenhigh.net)  
Years 9, 10 and 11: [HHA\\_AttendanceMarian@havenhigh.net](mailto:HHA_AttendanceMarian@havenhigh.net)

### OR TELEPHONE AND LEAVE A VOICE MESSAGE



Telephone: [01205 311979](tel:01205311979)

Unauthorised absences can result in a Penalty Notice. An unauthorised absence is when a learner is absent without valid reason or permission. This could include being absent without notifying the school of the reason, taking term time holidays, arriving late to school, leaving early without a valid reason or truanting. It is therefore important that you contact school if your child is absent.