

19th May 2025

School Attendance Expectations at Haven High

Dear Parents and Carers

We hope this email finds you well. As part of our commitment to maintaining high levels of school attendance, we would like to remind you about the Department for Education guidance on improving school attendance, in collaboration with Lincolnshire County Council.

Haven High consistently emphasises the significance of good attendance. We recognise that absences impact not only a student's academic performance but also their social well-being within the school community. The academy closely monitors the attendance of all our students and communicates with families when concerns arise. Our aim is to continue to work collaboratively with the families to address any issues and we will provide support and explore solutions together to support all learners to be in school regularly and on time.

Penalty Notices and Prosecution

It is important to be aware that poor attendance may result in the issuing of penalty notices to parents. These notices can apply to term-time holidays, any unauthorised absences, or a combination of both.

The threshold for issuing a penalty notice is 10 sessions of unauthorised absence within a 10-week period. This typically equates to 5 school days. These sessions can be consecutive or not. The period of 10 school weeks can also span different terms or school years.

A Penalty Notice can be issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Penalty Notice.

See below for further information:

Penalty Notice	Details
First Penalty Notice in a 3 year period	Issued to each parent. £80 if paid within 21 days. £160 if paid within 28 days.
Second Penalty Notice in a 3 year period	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.
Third Penalty Notice in a 3 year period	Alternative action should be taken, for example prosecution or other attendance legal interventions. Penalty Notice fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a fine of up to £2,500.

It is important to note that fines are a last resort, and parents are offered support from Haven High on many occasions to improve their child's attendance first. Further information on attendance expectations and support can be found on the school website here: <https://www.havenhighacademy.net/page/?title=Attendance&pid=68>

Term time holidays will not be authorised and parents who take students out of school without authorisation may be subject to a penalty notice, which could result in legal action. We suggest that you plan holidays during non-term time to minimise disruption to learning.

If you believe there are exceptional circumstances that require a term-time holiday, please submit a written request to the Head of School at least 4 weeks in advance of the leave. We will assess each case individually. If we determine that the circumstances do not qualify as exceptional, we will notify you in writing, indicating that you may be subject to a penalty notice issued by the local authority, which could result in legal action.


Thank you for your cooperation in ensuring that your child's education remains a priority. If you have any questions, or you would like any support with the attendance of your child, feel free to contact me or your Education Welfare Officer.

Kind Regards,



Mrs Abby Parker
 Assistant Headteacher (Safeguarding and Attendance)

Don't forget to download the MyEd app.
 The easy way to report absences



Or report absences by email or telephone:
HHA_AttendanceTollfield@havenhigh.net
HHA_AttendanceMarian@havenhigh.net
 Call: 01205 311979

Attendance

Supporting you to understand the new rules



A National Framework for Penalty Notices for school absences, including unauthorised leave of absences in Term Time, is being introduced following changes to the law.

These new government regulations will come into effect from **19th August 2024**.

What are these changes?

If a pupil has **10 unauthorised sessions**, which is equal to **5 school days**, within a **10 week period**, a penalty notice may be issued.

This will come under 3 categories: First, Second, and Third offence.



First Offence

The first time a Penalty Notice is issued for Term Time leave or unauthorised absences the amount will be:

£160 per parent, per child if paid within **28 days**, reduced to **£80** per parent, per child if paid within **21 days**.

Second Offence

The second time a Penalty Notice is issued for Term Time leave or unauthorised absences the amount will be:

£160 per parent, per child to be paid within **28 days**. No reduced rate will be offered.



Third offence and any further offences (within 3 years)

The third time an offence is committed for Term Time leave or unauthorised absences a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates Court.

Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

For any further inquiries about school attendance please visit:
www.lincolnshire.gov.uk/school-attendance