



05 January 2026

Attendance Update – January 2026

Dear Parent/Carers

We hope this letter finds you well. Please find attached a parent information sheet as a reminder of everything you need to know about attendance and punctuality expectations at Haven High.

Big Attendance Rewards for Haven HEROs

We are rewarding big for good attendance this year. We have so far given away **five 40 inch smart TVs** and two **£75 Nik n Mix Vouchers** – enough for the whole family to enjoy their delicious desert treats. To win you need to be a Haven HERO – **H**ere, **E**very-day, **R**ead, **O**n time – for two weeks.

Winners so far have been: **Matas** (Year 8), **Archie** (Year 9), **Gabija** (Year 11), **Augustina** (Year 7), **Jasmine** (Year 10), **Kuba** (Year 10) and **Olly** (Year 11)

In addition to this, three students in every form group who had 100% attendance the previous week win a prize. Every student who has had 100% attendance for the half term received a Nik n Mix treat at Christmas. Plus every single student who's in school every day the previous week gets a treat in form time the following week.

Free Breakfast Club

Students at Haven High will learn the importance of being on time, a valuable life skill to prepare them for the world of work. To encourage students to be on time, our free breakfast club opens at 8am every day in the school canteen. No need to book, just turn up and enjoy a choice of food and drinks. Open to everyone.

Absence Reporting

Parents should contact the school before 8.45am every day your child is absent and give the reason for the absence. The MyEd app, which will allow you to text us and includes the facility to automatically translate.

Haven High expects that absences of three or more consecutive school days, or two or more separate periods of absence within a half term, would warrant some level of medical advice. Therefore absences of 3 or more consecutive days, or 2 or more separate periods of absence, will not be authorised without medical evidence.

Holidays During Term Time Are Not Permitted

Government guidance issued to all schools makes clear that holiday leave during term time is not permitted. All leave will be unauthorised unless there are exceptional circumstances. Should you wish to request leave of absence for your child, or let us know about exceptional circumstances, a Leave of Absence Request Form must be submitted at least 20 school days (4 weeks) in advance of the leave beginning. This form can be found on the school website. Leave cannot not be retrospectively authorised. If we do not agree to the authorisation before the leave begins, it will be unauthorised in all circumstances.

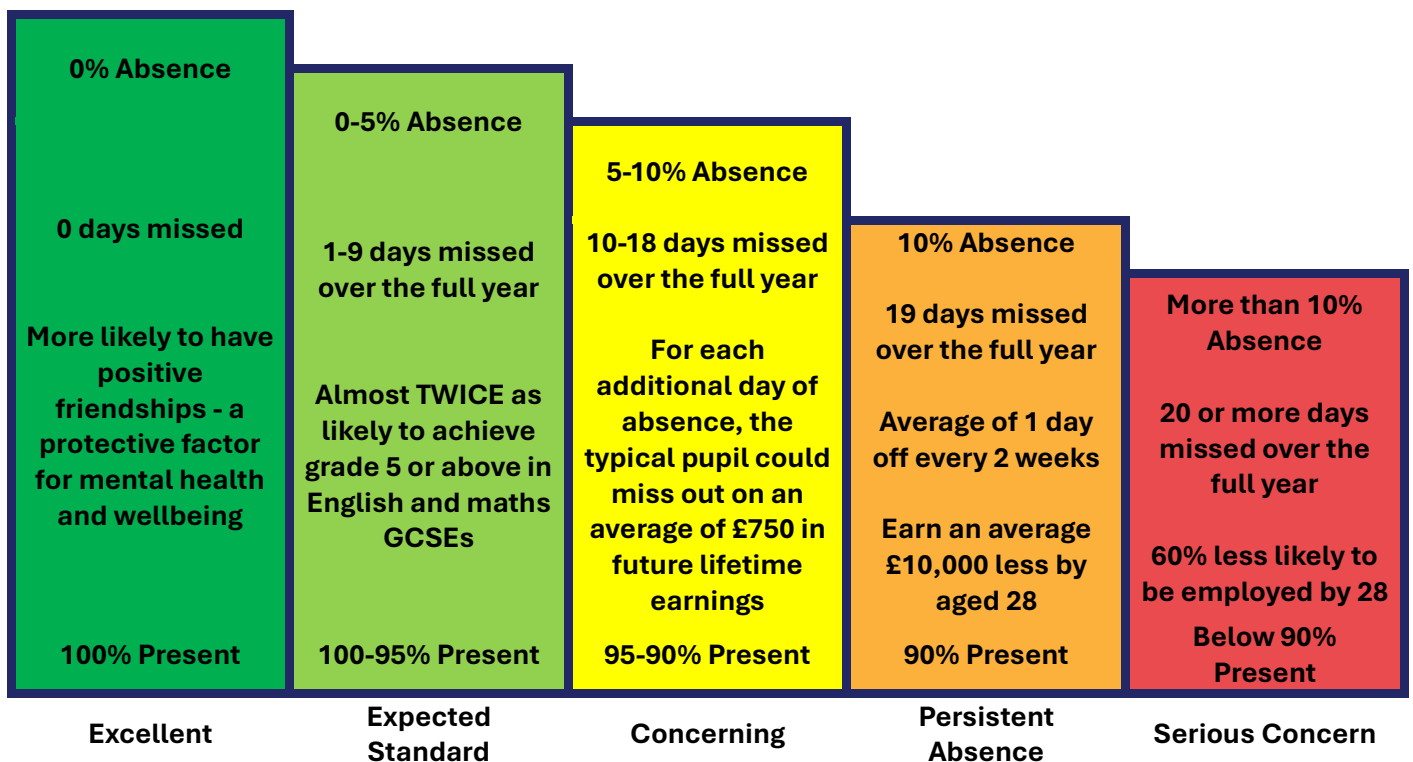
Since September 2025 over 900 school days have been lost to student holidays at Haven High. This is over 4500 missed lessons and is far too much missed learning. A few of our parents have been surprised to receive a



Penalty Notice fine when their child had a term time holiday. We therefore wish to make it very clear that a penalty notice fine or legal prosecution will **ALWAYS** be pursued if a student has 10 sessions of unauthorised holiday in 10 school weeks. Parents/carers are therefore advised to factor this cost into the cost of their holiday, if they are unwilling to move their leave outside of term time. The Penalty Notice is issued by Lincolnshire County Council and there is no right to appeal.

Our team of Education Welfare Officers regularly complete home visits when students are absent from school. If your child is not seen at home while absent from school, we may assume they are on holiday unless you can provide evidence that would indicate otherwise.

Why Attendance Matters



Thank you for your cooperation in continuing to ensure that your child’s education remains a priority.

Yours Sincerely,

Mrs A Parker
Assistant Headteacher