



## Attendance Matters Parent Information Pack

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## ATTENDANCE EXPECTATIONS

**We expect students have absence levels below 5%**

### This means:

- no more than 9 school days off over the full year, or
- no more than 1½ days absent per half term, on average, or
- being present in school for 4 full weeks for every 1 day absent

## REPORTING ABSENCES



**Contact us before 8.45am every day your child is absent**

- Text message: We recommend the MyEd app. This includes the facility to automatically translate
- Email: [attendance@havenhigh.net](mailto:attendance@havenhigh.net)
- Telephone: 01205 311979

## PUNCTUALITY EXPECTATIONS

- 08.00** FREE breakfast club opens in the school canteen
- 08.15** Gates open at The Blue Line, where students are met by pastoral staff
- 08.40** Gates close. Students arriving after this time must enter via the Front Office.
- 08.45** Students should be in their first lesson classroom and ready to start working
- 09.15** Registers close. If arriving after this time, students will get an unauthorised absence mark

## LEAVE OF ABSENCE AND HOLIDAYS

**Leave of Absence Request Form is available on the school website**

**All leave will be unauthorised unless there are exceptional circumstances.**

**Requests for exceptional circumstances must be made at least 20 school days before the leave begins.**

**If we do not agree to the authorisation BEFORE the leave begins, it will be unauthorised**

## MEDICAL APPOINTMENTS

**No appointments will be authorised unless evidence of the appointment is provided**

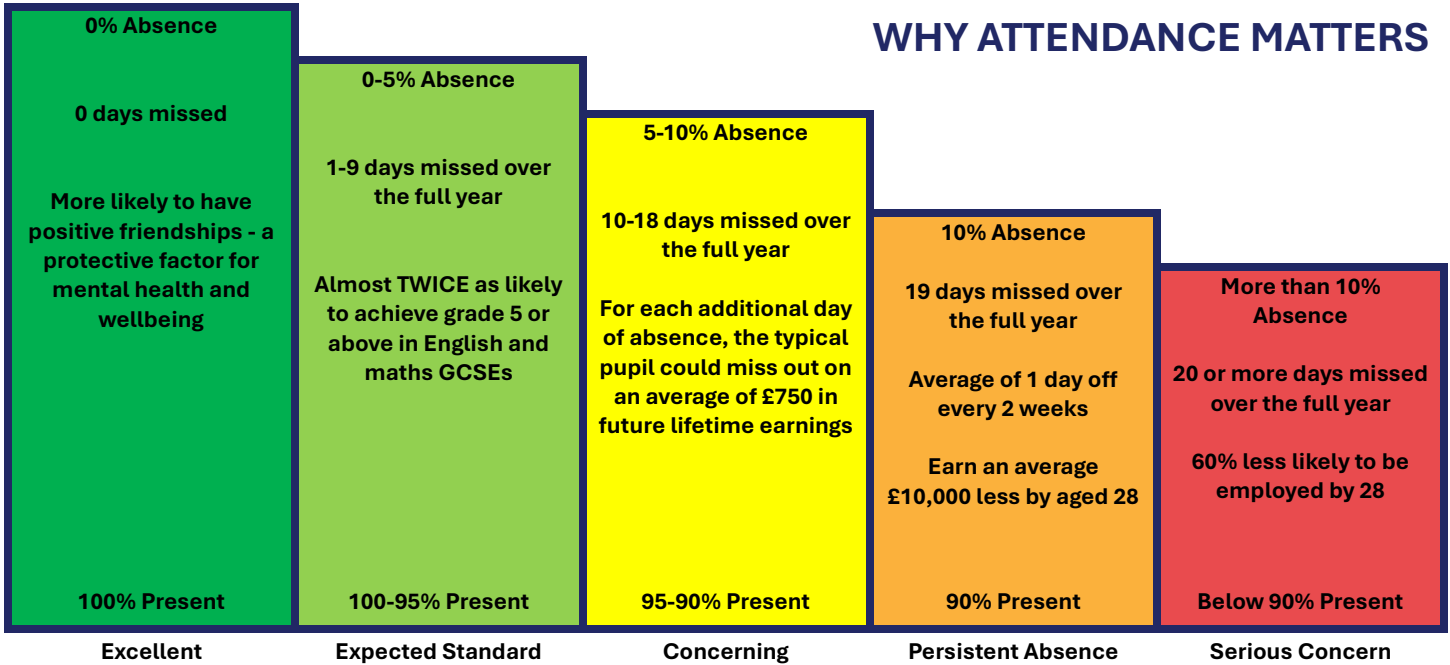
**Planned appointments should be made after school or in the holidays, if possible. If appointments are in school time parents should minimise disruption and book late afternoon or early morning appointments.**

**Students are expected to attend school before and after appointment times. Absences either side of the appointment will be unauthorised unless there is good reason for the child not being in school.**



# ATTENDANCE MATTERS AT HAVEN HIGH

## WHY ATTENDANCE MATTERS



## PERSISTENT OR RECURRING ILLNESS ABSENCE

It is expected that children will attend school with minor ailments. These can be managed by encouraging the child to drink plenty of water, get enough sleep at night, take paracetamol and come to school.

In line with Department for Education guidance, medical evidence can be requested for persistent, recurring illness absences. Therefore to ensure we are supporting your child in the right way, we may ask for medical evidence for illness absences so that we can:

- Understand ongoing health issues so we can offer the most appropriate support in school.
- Work together with you and, if needed, health professionals to help your child attend regularly.

We expect that parents/carers will seek medical advice or attention if their child's absences are persistent, recurring or above expected levels, this means when there are:

- 3+ consecutive days of illness absence
- 2+ separate periods of absences in a half term

Medical evidence does not require a doctor's note. Acceptable forms of evidence includes:

- An appointment confirmation (text message, email, or letter) showing the child's name and date
- A copy of a prescription or medication label with child's name and date shown on the label.
- Hospital or medical letters
- A screenshot/print out of your child's patient summary from the NHS app: <https://www.nhs.uk/nhsservices/gps/view-your-gp-health-record/>



## NOT REASONS TO BE ABSENT FROM SCHOOL

ABSENCES MAY BE UNAUTHORISED FOR THE FOLLOWING REASONS



**YOUR CHILD HAS HEADACHE, SORE THROAT, COLD OR OTHER MINOR AILMENT**

Drink plenty of fluids. Bring a water them to school and take painkillers before school.



**YOUR CHILD FEELS TIRED** –They have to get up even though it feels uncomfortable. Then go to bed earlier so that it's easier to get up the next morning.



**VOMITING OR DIARRHOEA ARE NOT AUTOMATIC REASONS TO BE ABSENT**

Your child should attend school if they feel well. The “48h Rule” relates to infection control not school attendance. Most instances of a child being sick or having runny poo are to do with lifestyle and environmental factors, so are not contagious.



**YOUR CHILD FEELS LOW OR WORRIED** - We have trained professionals in school who can support children’s emotional health. Come into school and speak to your Year Hub.



**YOUR CHILD IS REFUSING**

We need to work together to understand why. We may recommend Early Help support.



**YOUR CHILD HAS FALLEN OUT WITH SOMEONE OR IS WORRIED ABOUT BULLYING**

They need to talk to us to help solve the problem instead of avoiding it.

## IN-SCHOOL ATTENDANCE SUPPORT

**EDUCATION WELFARE OFFICER:** You and your child has a dedicated Education Welfare Officer who will problem-solve any attendance issues and liaise with other professionals to support improved attendance.

**FREE BREAKFAST CLUB:** Your child is offered access to a free breakfast club from 8.00am until 8.40am every day, to encourage arriving at school on time and to provide a free of charge nutritional breakfast.

**BLUE LINE CHECK-INS:** Your child is met every morning by staff in their pastoral team when arriving between 8.15am and 8.40am, where staff check for readiness to learn. Uniform loans are offered before the day begins if needed, staff provide free stationary so that your child is always ready to learn. Wellbeing staff are available for check-ins and chats as needed, to avoid problems or issues in the day.

**SUPPORT SPACE:** Your child has access to support space if needing pastoral or emotional support while in school, through access to a Year Hub base, the Learning Support Hub and Student Support.

**HOMEWORK CLUB:** Your child is encouraged to catch-up with work missed when absent by completing work on ClassCharts and Sparx. Your child can attend our daily Homework Club every day afterschool, which gives access to computers and is staffed by Learning Support.

**WELLBEING CHECK-INS:** Your sees their form tutor daily every day and additionally your child has access to comprehensive pastoral support in their Year Teams, with multiple professionals including a Pastoral Lead for wellbeing and emotional support and a Behaviour Mentor for social and behavioural support.

**PA FORM GROUP:** To further support catch up and rebuild their attendance, our lowest attending students are allocated a place in a specialist Form Group, which has the aim of building positive routines around attendance and punctuality, supporting catch-up and encouragement their improvements.

**FINANCIAL SUPPORT:** Poverty-proofing initiatives which include free uniform when needed, free stationary packs and discrete classroom equipment banks are available. Cashless and funded breakfast and lunches in the school canteen reduce stigma or embarrassment when receiving Free School Meals.

**ACHIEVABLE ATTENDANCE REWARDS:** To promote small, positive changes in attendance, your child will be rewarded every time they achieve 100% attendance for the previous week. Additionally, for 2 weeks of 100% attendance your child’s name added to the draw for a Big Attendance Prize, which has a focus of rewarding the whole family with prizes such as televisions, local business and supermarket vouchers.



## FAMILY SUPPORT

**SAFE@HAVENHIGH:** The Year Team at Haven High can offer pupils, parents and their family resources, advice, signposting and referrals that promote children's wellbeing and support parents. The Safe@HavenHigh section of the school website has lots of useful information.

**TOGETHERNESS PARENTING SUPPORT** is available online and free to parents and carers in Lincolnshire. There are a wide range of courses that can be accessed through the website.

**FAMILY HUBS** and **CHILDREN'S CENTRES** give parents and families access local support from Lincolnshire County Council. More information is available on the LCC website.

**HERE4YOU:** Children's Mental Health Support can be accessed by calling the Here4You Line on 0800 234 6342 or completing the online form. Alternatively you can talk to your Year Team who can arrange a referral.

**EARLY HELP ASSESSMENT** is a voluntary, partnership-based process designed to identify your child's and family's needs and helping you access support before problems become severe. It is a way to build on your family's strengths and connect you with tailored support services. The assessment requires your consent and is done *with* you, not *to* you, focusing on honest communication to improve things.

## HELPING YOU UNDERSTAND ATTENDANCE FINES

Penalty notice fines will be considered when a school-aged child has:

### 10 SESSIONS OF UNAUTHORISED ABSENCE IN 10 SCHOOL WEEKS

One session = half a day, 10 sessions = 5 full days.

Applies to term-time leave, or unauthorised absences, or a combination, and can be consecutive or not.

### FIRST OFFENCE

# 1

- ▶ £80 per parent, per child, if paid within 0-21 days.
- ▶ £160 per parent, per child, if paid within 22-28 days.
- ▶ If unpaid after 28 days, the case will progress directly to Magistrates' Court, see below.

### SECOND OFFENCE WITHIN 3 YEARS

# 2

- ▶ £160 per parent, per child, if paid within 0-28 days.
- ▶ No option to pay a reduced amount if paid early
- ▶ If unpaid after 28 days, the case will progress directly to Magistrates' Court, see below.

### THIRD OFFENCE WITHIN 3 YEARS

# 3

- ▶ The case will be presented to the Magistrates' Court for legal prosecution.
- ▶ Magistrates can issue fines 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.

A Penalty Notice can be issued under the following legislation:

- Section 7 of the Education Act 1996
- Section 444 of the Education Act
- Section 444B of the Education Act

Under Section 103 of the Education and Inspections Act 2006, a Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of a suspension or exclusion from their school.



# ATTENDANCE MATTERS AT HAVEN HIGH

## SCHOOL CALENDER 2025-26

**School days for yrs 7,8 & 9 ONLY**

**School Days**

**Non School Days**

**Staff Training Days- School Closed**

**Bank Holidays -School Closed**

September 2025							
	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

October 2025							
	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

November 2025							
	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

December 2025							
	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

January 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

February 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	

March 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

April 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

May 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

June 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
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	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

July 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		



# ATTENDANCE MATTERS AT HAVEN HIGH

## SCHOOL CALENDER 2026-27

**School Days yr 7 & 8 only**

School Days

Non School Days

Staff Training Days- School Closed

Bank Holidays -School Closed

September 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

October 2026							
	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

November 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
44							1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
49	30						

December 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
53	28	29	30	31			

January 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

February 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28

March 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30	31				

April 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
13				1	2	3	4
14	5	6	7	8	9	10	11
15	12	13	14	15	16	17	18
16	19	20	21	22	23	24	25
17	26	27	28	29	30		

May 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
17						1	2
18	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31						

June 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
22		1	2	3	4	5	6
23	7	8	9	10	11	12	13
24	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
26	28	29	30				

July 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
26				1	2	3	4
27	5	6	7	8	9	10	11
28	12	13	14	15	16	17	18
29	19	20	21	22	23	24	25
30	26	27	28	29	30	31	



# ATTENDANCE MATTERS AT HAVEN HIGH

## RELEASE OF INFORMATION Consent to Share Medical/Health Information with School

This form is to be used to give consent to healthcare professionals to share health and medical information with the child's school, with the aim of:

- identifying any ongoing or recurring health issues so school can offer the most appropriate support
- to allow school, parents and health professionals to work together to support the child's needs

A copy of this signed form should be given to and retained by both the school and GP surgery.

### 1. Child/Young Person's Details

Full Name:	
Date of Birth:	
Address:	

### 2. Parent/Carer Details

Full Name:	
Relationship to Child:	
Contact Number:	
Email Address:	

### 3. Health Service Details

GP Practice:	
Address:	
Telephone:	
Email:	

### 4. School Details

School:	
Address:	
Telephone:	
Email:	

### 5. Parent/Carer Declaration. I confirm I understand the purpose and scope of information sharing.

Signature:	
Printed Name:	
Date:	

Consent can be withdrawn at any time. Consent valid until withdrawn in writing.