



Haven High Attendance and Punctuality Agreement 2025-26

Dear Parent or Carer

As part of our commitment to maintaining high levels of school attendance, Haven High work in collaboration with Lincolnshire County Council and in line with the Department for Education guidance on improving school attendance. We 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. We closely monitor the attendance of all our students and work with families when concerns arise.

While your child is on the school roll at Haven High Academy, you are agreeing to adhere to our Attendance and Punctuality Expectations, which are set out below. Further information can be found on the school website.

Expected Attendance

At Haven High we expect students have absence levels below 5%. This means 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.

Absence Reporting

A parent or carer must contact Haven High before 8.45am every day your child is absent. This can be done by:

- Text message: using the MyEd app. This includes the facility to automatically translate.
- Email: attendance@havenhigh.net
- Telephone: 01205 311979

Punctuality Expectations

Students should arrive at school between 8.00am and 8.40am every day. The gates are open at The Blue Line from 8.15am to 8.40am every day. Our free breakfast club opens from 8.00am. Students should be in their Lesson 1 classroom and ready to start working by 8.45am.

Holiday and Leave of Absence

Term time holidays will and leave requests will be unauthorised unless there are exceptional circumstances. Requests for exceptional circumstances to be considered must be made at least 20 school days before the leave begins. This is done using the Leave of Absence Request Form, which is available on the school website. Leave cannot not be retrospectively authorised.

Medical Appointments

No medical 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 made in school time parents should minimise disruption to learning, by booking the appointment for late afternoon or early morning. Students are expected to attend school before and after appointment times.



Illness Absences

It is expected that children will attend school with minor ailments. Haven High expects that absences of 3+ consecutive days or 2+ separate absences in a half term would warrant some medical advice or attention. We know there can be genuine reasons for absence. Our aim is to work with you to make sure your child gets the best possible education and support. To ensure we are supporting your child in the right way, we may ask for medical evidence.

Acceptable forms of medical evidence includes:

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

Penalty Notices and Prosecution

It is important to be aware that poor attendance may result in the issuing of penalty notice fines or legal prosecution. These 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 school-week period. This typically equates to 5 school days. These sessions can be consecutive or not.

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

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.

If you would like to discuss your child's attendance, please contact your Education Welfare Officer on attendance@havenhigh.net in the first instance.

Yours Sincerely,

Mrs A Parker
Assistant Headteacher