

## Welcome

Dear Parents/Carers,

Welcome to the 3rd edition of our Attendance Matters Newsletter. I hope you and your family enjoyed a restful break.

As Attendance Lead for the school my role isn't just about numbers or percentages. Attendance is closely linked to how connected, supported, and confident our students feel in school. When students feel a strong sense of belonging, coming to school feels more manageable, even on the tough days.

As we move through the winter months, we know that getting up and getting to school can feel harder. Dark mornings, cold weather, and low energy can all take their toll. Every young person is missed when they are not here – they belong here every day as part of our school community.

If school ever feels overwhelming we are here to listen, to support, and to work together with families to make sure every young person feels safe, valued, and able to succeed.

Winter can be challenging, but it's also a time when small routines and supportive relationships make a big difference.

We're here to help your child to keep going so please reach out to their Tutor, Year Team or the Attendance Team if you have any questions.

Warm regards,

James Broadbent



[pcs-attendance@swale.at](mailto:pcs-attendance@swale.at)

## Times of the Day

| Lesson  | Time   |
|---|--|
| <b>Gate Opens At 8:20</b><br>From 08:35 students will be 'late' |  |
| <b>PDI</b>  | <b>08:40 - 09:00</b>                           |
| <b>Lesson 1</b>   | <b>09:00 - 10:00</b>                           |
| <b>Lesson 2</b>   | <b>10:00 - 11:00</b>                           |
| <b>Break</b>  | <b>11:00 - 11:25</b><br><b>(+5 Transition)</b> |
| <b>Lesson 3</b>   | <b>11:30 - 12:30</b>                           |
| <b>Lesson 4</b>   | <b>12:30 - 13:30</b>                           |
| <b>Lunch</b>  | <b>13:30 - 14:05</b><br><b>(+5 Transition)</b> |
| <b>Lesson 5</b>   | <b>14:10 - 15:10</b>                           |

## Term Dates

**Term 3**  
**Tuesday 6<sup>th</sup> January to**  
**Friday 13<sup>th</sup> February**  
Inset day for students  
5<sup>th</sup> January

**Term 4**  
**Monday 23<sup>rd</sup> February to**  
**Friday 27<sup>th</sup> March**

**Term 5**  
**Monday 13<sup>th</sup> April to**  
**Friday 22<sup>nd</sup> May**

**Term 6**  
**Monday 1<sup>st</sup> June to Friday 24<sup>th</sup>**  
**July**  
Inset day for students 10<sup>th</sup> July  
Half day on Friday 24<sup>th</sup> July

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

## Why Attendance Matters - Especially in Winter

Attending school regularly helps students to:

- Stay connected with friends and trusted adults
- Keep up with learning and avoid gaps forming
- Maintain routines that support mental wellbeing
- Build confidence and resilience over time
- Develop a sense of responsibility, reliability and independence
- Feel safe, supported and ready to learn each day

Even missing "**just one day**" each week adds up. Over a term, that's a lot of learning - and connection - missed.

If a student is struggling, coming to school can sometimes feel like the hardest part of the day, but it's the place where support and reassurance are waiting. A smooth start to the day can make all the difference.

Good attendance often begins with good habits at home - and a calm, organised morning routine helps set the tone for a successful day at school.



## How we create a sense of belonging at our school

### Extra-curricular Activities

At Peacehaven Community School, our holistic approach to education enhances classroom learning.

We offer a diverse array of extra-curricular activities designed to nurture diverse talents, foster individual growth, and equip our students with valuable life skills.

Students can explore their interests beyond the classroom through clubs and activities including creative arts, academic clubs, sports etc. These allow students to connect over shared passions and build friendships across year levels.

<https://www.phcs.org.uk/page/?title=Extra%2DCurricular&pid=116>

| Peacehaven Community School 2025-2026 |  |
|---------------------------------------|--|
| Extra-Curricular Activities           | <b>Before School Activities</b>                        |
|                                       | Monday to Friday                                       |
|                                       | Breakfast Club, Food hall 8.10 - 8.30am                |
|                                       | Independent Study, Library 8.30 - 8.45am               |
|                                       | Park Run - School Field Barn (Friday)                  |
|                                       | <b>Lunchtime Activities</b>                            |
|                                       | Monday - Choir, MU3                                    |
|                                       | Music Basic, Catchup Y10, MU4                          |
|                                       | Wednesday - Crochet, KS4 Eng                           |
|                                       | Art and Japanese Culture Club, ENH                     |
|                                       | Thursday - Music - Guitar & Ukulele Club, Week 1 - MU4 |
|                                       | Music - Keyboard Club, Week 2 - MU4                    |
|                                       | <b>Break Time Activities</b>                           |
|                                       | Art and Japanese Culture Club, ENH                     |
|                                       | LBTHQ Club, ENH  |
|                                       | <b>After School Activities</b>                         |
|                                       | Monday   |
|                                       | Art Catch Up, (KS4) ART 3.10 - 4.00pm                  |
|                                       | Chess, ENH 3.10 - 3.50pm                               |
|                                       | Creative Writing, ENH 3.10 - 3.50pm                    |
|                                       | Football, Field 3.10 - 4.10pm                          |
|                                       | Geography Intervention, (Y11) MU2 3.10 - 4.10pm        |
|                                       | Music - KS3 Band Workshop MU4 3.10 - 4.10pm            |
|                                       | Tuesday  |
|                                       | Board Games, ENH 3.10 - 4.10pm (Once termly)           |
|                                       | Netball, Field 3.10 - 4.10pm                           |
|                                       | Film Club, ENH 3.10 - 4.10pm (Once termly)             |
|                                       | Geography Intervention, (Y11) MU2 3.10 - 4.10pm        |
|                                       | Wednesday  |
|                                       | Basketball, Courts/Sports Hall 3.10 - 4.10pm           |
|                                       | Code Cookery, F11 3.10-4.10pm (Week 2)                 |
|                                       | Gardening, Courtyard Garden 3.10 - 4.10pm              |
|                                       | Geography Intervention, (Y11) MU2 3.10 - 4.10pm        |
|                                       | Maths Club, (Y7&8) MA6 3.10 - 4.00pm                   |
|                                       | Art Club, (KS3) ART 3.10-4.10pm                        |
|                                       | Eco Club, Library POI                                  |
|                                       | Music - KS4 Band Workshop MU4 3.10 - 4.10pm            |
|                                       | Thursday   |
|                                       | Dungeons and Dragons, ENH 3.10 - 4.10pm                |
|                                       | Friday   |
|                                       | Art Catch Up, (KS4) ART 3.10 - 4.10pm                  |
|                                       | Geography Intervention, (Y11) MU2 3.10 - 4.10pm        |
|                                       | Music BTCC Y11 Catch up MU4 3.10 - 4.10pm              |

### Friday Park Run

Each Friday, students and staff are invited to take part in our Park Run. This inclusive activity promotes physical well being, positive relationships and a great start to the school day.

Start time is 8am on the school field, students who attend can wear their PE kit which can be then kept on for the rest of the school day.



### Student Voice and Leadership

Students are encouraged to have a say on how our school runs in a number of ways such as;

- Student Voice
- Peer Leadership Roles
- Student Leaders

These opportunities empower our students to contribute to our school community, lead and feel heard.

Any student who wants to work with a Mental Health Ambassador needs to ask their Tutor or Year Team.



### Learning Beyond the Curriculum Week

6<sup>th</sup> - 9<sup>th</sup> July 2026 - Years 7-9

The theme of this week is Wellbeing and will focus on the opportunity of practice the 5 ways of wellbeing as well as enhancing their personal development by learning outside of the classroom.

Full details can be found here:

<https://www.phcs.org.uk/page/?title=Extra%2DCurricular&pid=116>



### The Duke of Edinburgh's Award (DofE)

The world's leading youth achievement award.

Employers, colleges and universities recognise DofE as one of the top programmes through which young people develop valuable personal and work related skills such as:

*Confidence, independence, self-esteem, communication, team work and resilience.*

Full details can be found here:

<https://www.phcs.org.uk/page/?title=Duke+of+Edinburgh&pid=108>







**Peacehaven  
Community  
School**

Aspire • Believe • Contribute • Achieve

# Attendance Matters

## Edition 3 - January 2026

## Information for Parents & Carers

As part of our Whole School Approach, it is essential that we continue to engage with parents, carers & the local community.

We want to empower our community to voice their ideas & opinions. Such engagement has been shown to improve not only a child's wellbeing but also their academic success.

Our PCS Parent & Carer Forum, Parent Voice is the key to keeping such communication open & fluid. We meet once a term from 5:00 - 6:00pm.

**Wednesday 28th January, 5-6pm**

There is no obligation for a regular commitment, however we do ask that you contact:

**[pcs-enquiries@swale.at](mailto:pcs-enquiries@swale.at)**

prior to the evening if you would like to attend.

## Student Wellbeing

At Peacehaven Community School, we place a strong emphasis on the wellbeing of our students. We believe that when our students feel supported, they are more likely to achieve their academic and personal goals.

We understand that the school years can be a challenging time, and we are dedicated to providing a safe and nurturing environment where our students can thrive.

You'll find lots of helpful information on our school website about how we support student wellbeing. We encourage parents and carers to take a look.

**<https://www.phcs.org.uk/page/?title=Student+Wellbeing&pid=83>**

**YOU**

**BELONG**

**HERE**

## Career Support

Our careers provision at Peacehaven Community School plays an important role in preparing our students for their future in a changing world. We believe in setting high expectations for all students and supporting them to achieve their full potential.

Our careers education, information, advice and guidance (CEIAG) programme provides impartial support to students, enabling them to become independent managers of their own careers

Students will receive careers guidance in Personal Development lessons but may also ask for further guidance through the library, mentor or Head of Year.

Parents wishing to have more information should contact:

Ms Newman, Careers Advisor  
**[jemma.newman@swale.at](mailto:jemma.newman@swale.at)**





## Withdrawal from Learning Requests

The DfE instructs schools to consider holidays in term time only in very exceptional circumstances.

There is no entitlement for parents to remove their child from school for a family holiday during term time, even in circumstances where the parents' employers refuse to grant holidays outside of the school term.

Parents who wish to claim exceptional circumstances as a reason for taking holidays in term time should complete and submit the schools Withdrawal from Learning form at least 14 days before the holiday.

[https://www.phcs.org.uk/\\_site/data/files/users/attendance/C88D7B9C94428A1630408811D0C95BEE.pdf](https://www.phcs.org.uk/_site/data/files/users/attendance/C88D7B9C94428A1630408811D0C95BEE.pdf)

## PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE

### FIRST OFFENCE

1

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance 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.

2

### SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days.

No reduced rate will be offered.

3

### THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

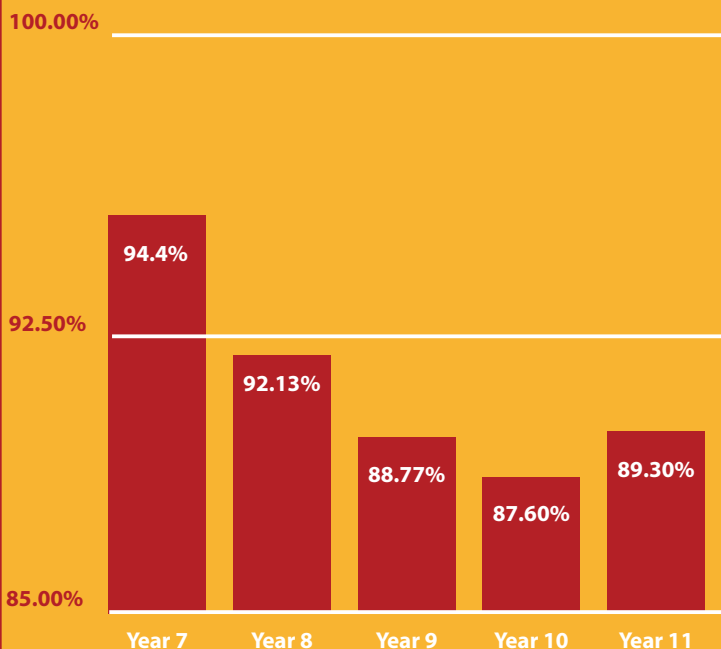
The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, alternative action will need to be taken.

This can include prosecution with fines of up to £2500 or other attendance legal interventions. Prosecutions can lead to a criminal record.

### 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

### PCS YEAR TO DATE ATTENDANCE



### PCS YEAR TO DATE VS NATIONAL & EAST SUSSEX ATTENDANCE

