



## Welcome

Dear Parents and Carers,

We need your support. Attendance across the school is not where it needs to be, and this is having a clear impact on learning. As a school, we are taking action - but improvement will only happen through a consistent, shared approach between school and home.

When students miss school, they do not just miss lessons - they miss key explanations, discussions, and opportunities to practise and ask questions. This learning is difficult to fully recover. Over time, gaps can grow, confidence can dip, and progress can slow.

Attendance issues rarely appear suddenly. More often, they build over time - a day missed here, an occasional late start there - until patterns begin to form.

Addressing this early is essential. Clear routines, strong expectations, and a shared understanding that attendance matters every day all play an important role in preventing this.

It is also recognised that some students face genuine challenges in attending school. Where this is the case, early communication with the school is key.

Working together allows appropriate support to be put in place quickly, helping to remove barriers and avoid longer-term difficulties.

There are practical steps that make a difference: keeping absences to genuine illness only, not taking term time holidays, booking medical appointments outside of school hours, maintaining consistent routines, ensuring your child arrives at school on-time and promoting a positive message about school.

Small, consistent actions have a significant impact over time.

Improving attendance is a priority for the school, and continued support from families is essential in achieving this. Together, we can ensure that all students are in school, learning, and able to achieve their full potential.

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

## Times of the Day

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

## Term Dates

**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.**

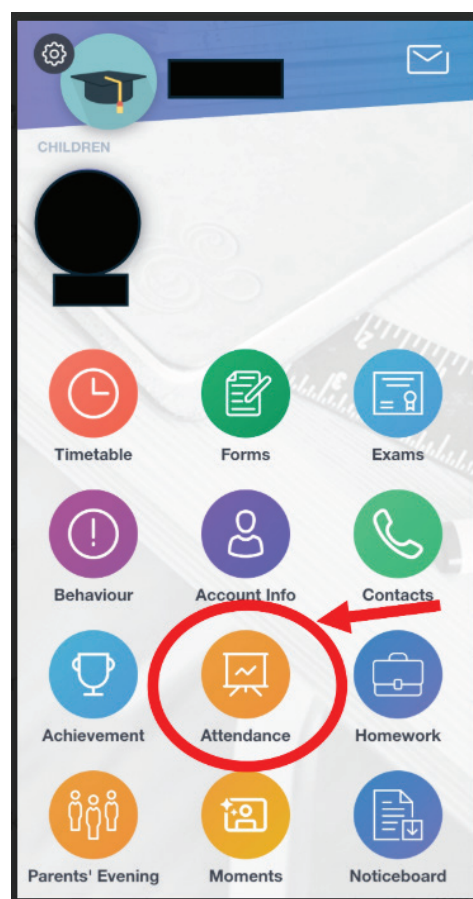
## 3 KEY FACTORS AFFECTING ATTENDANCE AT PCS

Reasons for Absence	Lessons Lost (average)
Holidays	1985
Medical Appointments	1740
Late after register has closed (9.10am)	1872
<b>Total lessons lost</b>	<b>5597</b>

## What is your child's Attendance %?

Use the Edulink App to check  
If you need a reminder of your sign in contact:

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





## Easter Attendance Challenge

### TABLE TENNIS PASS



During last term we ran our annual Easter challenge.

Each day a student was in school and arrived on time they had their name entered into a weekly draw.

### HOT CHOC PASS

Name: \_\_\_\_\_

You were here everyday last week  
So you get...

### HOT CHOCOLATE + A FRIEND

(with marshmallows because we are monsters)

Use with: \_\_\_\_\_

Signed: \_\_\_\_\_

(valid, real, no arguing)

Prizes included Easter eggs, food hall fast passes, chocolate bars, table tennis and hot chocolate sessions.

Students really rose to the challenge - congratulations to all of our individual winners.



## Easter Attendance Challenge Tutor Group Winners



Congratulations to 7T8 for having the highest Tutor group attendance throughout the Easter attendance challenge.

It was a very close finish which made it egg-stra egg-citing!

Their prize which was chosen through our student voice survey will be a pizza party.



## School Trips Reminder

We have a number of exciting school trips planned over the next 2 terms.

We would like to remind parents that students will only be allowed to attend school trips if they meet the expected school standards.

This includes maintaining good behavior, following school uniform expectations, good manners and consistently high attendance.

Participation in the trip is a privilege, and students are expected to demonstrate responsibility and respect both in and out of the classroom.

Failure to meet these standards may result in being withdrawn from the trip. Full payment for the trip may still need to be made.

### WHAT IS GOOD ATTENDANCE?

THERE ARE 365 DAYS IN A YEAR  
YOU ARE REQUIRED TO BE IN SCHOOL FOR 190 OF THEM  
LEAVING 175 DAYS TO BE AT HOME AT  
THE WEEKEND AND ON HOLIDAY  
GOOD ATTENDANCE IS 96% AND ABOVE

#### OVER A SCHOOL YEAR AT PCS WITH 5 LESSONS A DAY:

PERCENTAGE ATTENDANCE	NUMBER OF DAYS IN SCHOOL	NUMBER OF SCHOOL DAYS MISSED	NUMBER OF LESSONS MISSED
100%	190	0	0
95%	180	10	50
94%	178	12	60
86%	163	27	135
85%	161	29	145
75%	143	47	235

#### MISSING SCHOOL MEANS:

MISSING OUT ON FUN PROJECTS AND SCHOOL ACTIVITIES  
STRUGGLING TO CATCH UP ON WORK  
DISCONNECTING WITH SCHOOL FRIENDS

ATTENDANCE	AVERAGE GRADE LAST YEAR'S ROUND UP
95% -100%	4.79
95-90%	3.98
90-85%	2.96
Less than 85%	1.63



## 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)

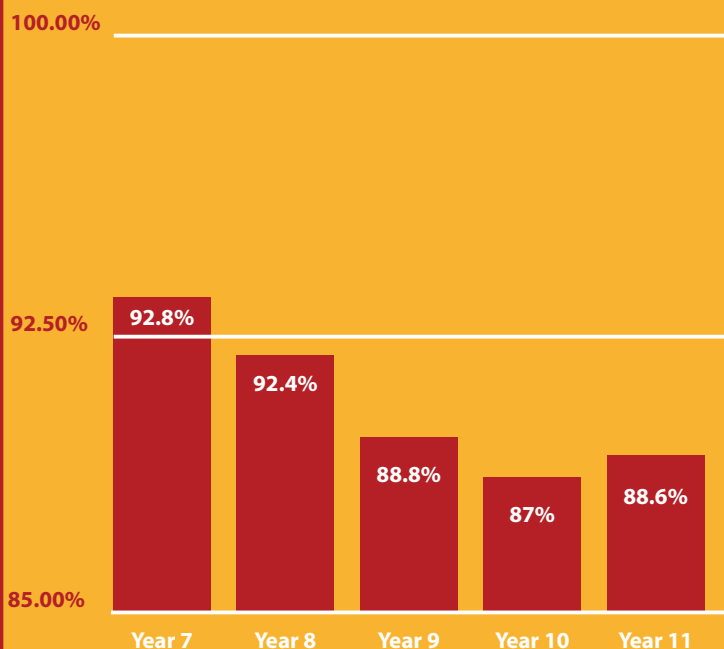
The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, alternative action will need to be taken.

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

