



Welcome

Dear Parents/Carers,

Welcome to the 1st of this year's Attendance Matters Newsletters. We hope that you and your family enjoyed the summer break.

Attendance remains a significant challenge nationally and within our own school community.

At PCS we believe that school attendance is not just about being present in lessons, but also about belonging, feeling valued and making the most of every opportunity.

We have a whole school target of 97% and are asking all families to work collaboratively with us to achieve this goal.

Every day at school helps students to build friendships, develop resilience and achieve their potential. We are committed to supporting the welfare of every student, and we know that working together with families makes the biggest difference.

This will help us to identify the work that we need to do and enable us to be sure that we are addressing any barriers to students being able to be present in school.

You know your child best, if something feels different or if they seem reluctant to attend school please let us know as soon as possible. Both our Pastoral and Attendance teams are available for advice, guidance and practical support.

Should you wish to speak with us in the attendance team please feel free to contact us at:

pcs-attendance@swale.at

Times of the Day

Lesson	Time
Gate Opens At 8:20 From 08:30 students will be 'late'	
PDI	08:30 - 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 1

Tuesday 1st September - Tuesday 20th October

Wednesday 2nd September
School open to Year 7 only

Thursday 3rd September
School open to Year 7 & 11 only

Friday 4th September
School open to Year 7 & 11 only

Monday 7th September
School open to all Year groups

Term 2

Monday 2nd November - Friday 18th December

Term 3

Monday 4th January - Friday 12th February

Term 4

Monday 22nd February - Thursday 25th March

Term 5

Monday 12th April - Friday 28th May

Term 6

Monday 7th June - Monday 26th July

Inset Days

Tuesday 1 September 2026

Tuesday 20 October 2026

Monday 4 January 2027

Friday 30 April 2027

Friday 9 July 2027

Monday 26 July 2027

Medical Appointments

We appreciate that it is not easy to always secure medical appointments outside school hours however, we ask that the amount of time away from school is kept to a minimum.

Opticians appointments will not be authorised during the school day as these are available outside of school hours.

Please inform us of all appointments in advance and provide us with an appointment card/screenshot, hospital letter, etc.

We will not authorise a full day's absence for a short, local medical appointment.

How to inform PCS of Your Child's Absence

Please let the Attendance Office know by 8.30am on every day that your child is off school.

If your child has been issued with a Doctor's Note detailing the agreed length of absence, you can forward this to the Attendance Office instead of calling each day.

● Ring the absence line on 01273 575832

There is an answer phone for out-of-hours messages. You will need to leave the name of the student, their year group and the reason for absence.

● Email the attendance team:

pcs-attendance@swale.at

● Repeat for every day of absence



Helping with School Anxiety & Attendance

At PCS we are dedicated to support families of students who struggle to attend school.

Below you will find some practical takeaways for parents, based on a scheme that helps teenagers re-engage with school by giving them responsibility and confidence.

What works:

- Giving teenagers responsibility in a safe setting helps them feel valued and more confident.
- Building positive relationships makes teens more likely to want to engage in school.

Tips for parents:

- Talk to the school early – Share your child's struggles so teachers can support them and connect you with help.
- Give them time– Spend at least 10 minutes a day together without screens, letting them choose the activity.
- Follow their lead – Join in with their interests and let them guide play or conversation.
- Stay positive – Keep up normal family routines and enjoyable activities to give stability.
- Be kind to yourself – Avoid blame; ups and downs are normal when a child is struggling.

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Key Message

- Children often avoid school not because they are lazy, but because they feel anxious or powerless.
- Giving them responsibility, attention, and encouragement can rebuild confidence and help them re-engage.
- You know your child best - let us know if there is anything you are concerned about
- The **Wellbeing** page on our website has a wide range of helpful information and resources and available

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 97% 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

Illness During The School Day

If a student feels unwell during the school day, they should inform their teacher and attend the Medical Room.

Where it is determined that a student is too unwell to remain in school, a member of staff will contact a parent/carer and request that the student is collected.

We believe that collection by a parent/carer is the safest and most appropriate course of action for any student who is unwell.

This approach helps to ensure that students return home safely and are not required to travel independently while feeling unwell.

We would therefore ask that you ensure your emergency contact details are kept up to date so that arrangements can be made promptly if required.

We would also like to remind parents/carers that students must not contact home directly to arrange collection without first attending the Medical Room.

Where a student bypasses this process and contacts home themselves, any resulting absence from lessons will not be authorised.

**BE AT THE
CLASSROOM
ON TIME AND
READY TO
LEARN!**



Tips & Routines

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.

The Night Before

- Prepare ahead. Pack bags, PE kits, and lunches before bed so mornings feel less rushed.
- Set a bedtime routine. Aim for 8–10 hours of sleep depending on age. Avoid phones or screens 30 minutes before bed to help the brain wind down.
- Plan the morning. Check transport arrangements and uniform - small checks can prevent last-minute stress.

In the Morning

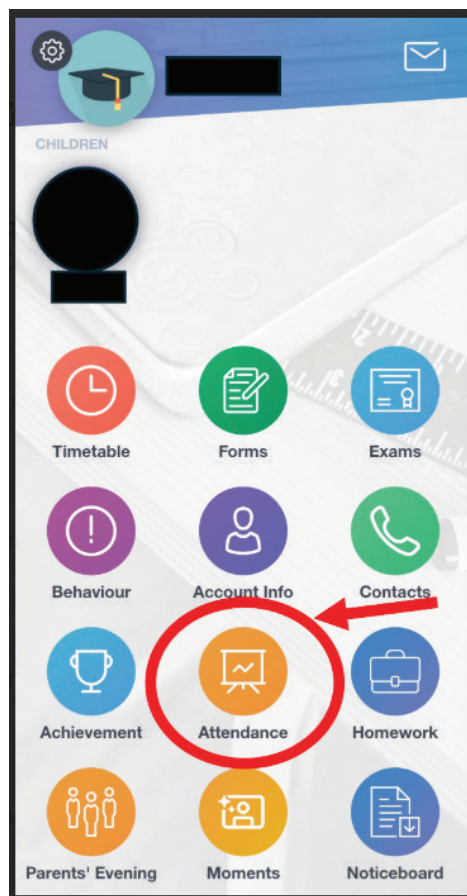
- Wake up at a consistent time. A steady wake-up schedule keeps body clocks balanced and makes mornings smoother.
- Eat breakfast. Even something simple - toast, fruit, or cereal - helps with focus and energy.
- Keep things positive. A calm, encouraging tone helps your child start the day ready to learn.
- Allow extra time. Rushing increases stress and arguments; 10 spare minutes can make all the difference.
- Encourage independence. Let your child take responsibility for parts of their routine - it builds confidence and accountability.
- Model good habits. When children see adults planning ahead and being punctual, they're more likely to do the same.

What is your child's Attendance %?

Use the Edulink App to check

If you need a reminder of your sign in please contact:

pcs-enquiries@swale.at



STRUGGLING?

It's okay.

We've
been
there!



Seek help, come to us.
We'll help you

We Can Help

What to do if your child is struggling to attend

- Remember you are not on your own
- All PCS staff are here to work with you and help
- Early support makes all the difference

Contact your child's Tutor, Pastoral Team, or the Attendance team for help or guidance.

pcs-attendance@swale.at

YOU

BELONG

HERE

Small Habits

Small habits add up.

A consistent routine doesn't just improve attendance - it helps students feel calmer, more focused, and ready to learn.