



## Welcome



Dear PCS Community,

My name is Joshua Burns, I am an Assistant Headteacher at Peacehaven Community School responsible for Attendance and Outcomes.

I would like to welcome you to our Attendance Newsletter that we will now be sharing with you at different points across the academic year, raising the profile and importance of your child's attendance and punctuality at our school.

Our unwavering commitment to enhancing attendance is a testament to our dedication to helping every student aspire, believe, contribute, and achieve. Through regular attendance, we cultivate an environment in which our students can flourish academically, socially, and emotionally.

We understand the importance of providing a safe and supportive learning environment for all. In addition, according to national research, attending school regularly is one of the highest contributions towards students' success and achievement at the end of each academic year.

I am a firm believer in working collaboratively with all stakeholders in our school community to raise attendance.

Therefore, we will be identifying attendance ambassadors within each tutor group and continuing our efforts to collect student, parent/carer, and staff voice to drive our strategies and incentives, to continually raise attendance each term.

We have also recently hosted 3 exceptionally successful Enrichment evenings. Should you wish to speak with us in the attendance team please feel free to contact us at:

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

Kind regards,

Mr Joshua Burns

## School Term Dates 2024

### Term 5

**Monday 15 April - Friday 24 May**

### May School Holiday

**Monday 27 May - Friday 31 May**

### Term 6

**Monday 3 June - Tuesday 23 July**

### INSET day

**Friday 28 June**

## 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.

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.

## School Day Timings

Time	Lesson
<b>Gate Opens At 8:20</b>	
<b>08:40 - 09:40</b>	<b>Lesson 1</b>
<b>09:40 - 10:40</b>	<b>Lesson 2</b>
<b>10:40 - 11:00</b>	<b>Break</b>
<b>11:00 - 12:00</b>	<b>Lesson 3</b>
<b>12:00 - 12:30</b>	<b>Y7/8 Lunch</b>
<b>12:30 - 13:30</b>	<b>Y7/8 Lesson 4</b>
<b>12:00 - 13:00</b>	<b>Y9/10/11 Lesson 4</b>
<b>13:00 - 13:30</b>	<b>Y9/10/11 Lunch</b>
<b>13:30 - 14:30</b>	<b>Lesson 5</b>
<b>14:30 - 15:00</b>	<b>PDI</b>

## 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](mailto:pcs-attendance@swale.at)**
- **Repeat for every day of absence**



### Punctuality Matters

Good punctuality to both lesson and to school leads to higher levels of achievement.

When students arrive late at school, they miss out on essential teaching and learning at the beginning of the school day.

This can reduce achievement, regardless of a student's academic ability.

Your child may also feel awkward arriving to the classroom where everyone is settled and students arriving late can disrupt the entire class.

Registration starts at 8.40am and all students are expected to be in their 1st lesson at this time. Students arriving after this time will be marked as late.

Students who arrive after the registers have closed will be marked with an unauthorised absence mark for the morning session in line with Government guidelines.

### Every Minute Counts

**LATENESS = LOST LEARNING**  
(FIGURES BELOW ARE CALCULATED OVER A SCHOOL YEAR)

5 minutes late each day  
- 3 days lost!

10 minutes late each day  
- 6.5 days lost!

15 minutes late each day  
- 10 days lost!

20 minutes late each day  
- 13 days lost!

25 minutes late each day  
- 19 days lost!

### Attendance Rewards

Reward incentives for excellent attendance are available throughout the school year, with a variety of initiatives. Examples of these are; Amazon vouchers in our weekly wheel spin, the opportunity to attend an Attendance celebration trip, an invite to the Head Teachers Tea party, 100% recognition badges.

At our school, we believe that good attendance is the collective responsibility of all members of our community.

We encourage all students to monitor their attendance and take ownership of their attendance record, as well as support their peers to do the same. We encourage parents/carers to contact us and share any concerns or barriers that are preventing their child from having regular school attendance.

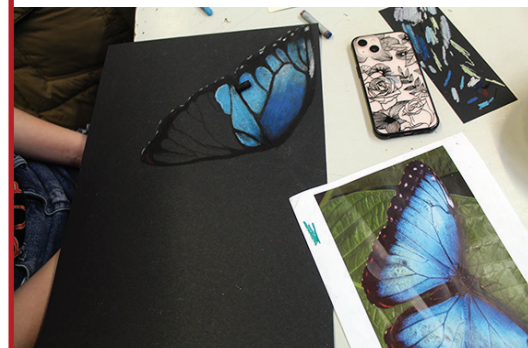
We also recognise that for some students it is not always possible to achieve 100% attendance and we take this into account when considering who qualifies for the rewards we offer.



### Enrichment

Over 300 students and their family members joined us and participated in a variety of free events at our Enrichment evenings.

It was so nice to see not only our students but also their families in our school taking part and enjoying themselves.



**MOMENTS  
MATTER,**

**ATTENDANCE  
COUNTS.**