



**Peacehaven
Community
School**

Aspire • Believe • Contribute • Achieve

Attendance Matters

Edition 1 - September 2025

Welcome

PCS parents/carers & students,

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.

We firmly believe 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/carers, and staff voice to drive our strategies and incentives, to continually raise attendance each term.

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

pcs-attendance@swale.at

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Times of the Day

Lesson	Time
Gate Opens At 8:20 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 1

Wednesday 3rd September (Y7 & 11)

Thursday 4th September (Y8,9,10)

Friday 17th October

Inset days for students

1st and 2nd September

Term 2

Monday 3rd November to

Friday 19th December

Term 3

Tuesday 6th January to

Friday 13th February

Inset day for students 5th January

Term 4

Monday 23rd February to

Friday 27th March

Term 5

Monday 13th April to Friday 22nd May

Term 6

Monday 1st June to Friday 24th July

Half day on Friday

Medical Info

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.

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

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**