



Peacehaven Community School

Attendance Matters

Evidence shows that if attendance drops below 95% students lose continuity of lessons and this has a significant impact on the progress they make in school. For example, a student who has attendance of 95% - 100% has a 75% chance of achieving A* - C grades at GCSE. A student who has attendance of 88% has a 28% chance of achieving A* - C grades at GCSE.

Any student whose attendance drops below 90% is monitored by the Attendance Officers, and a letter to advise parents/carers of our concern is generated. If attendance falls below 85% we have to discuss the student's absence with the Secondary Behaviour and Attendance Service and consider any need for further intervention. At this stage another letter is generated and parents/carers may be expected to attend a meeting. Medical evidence may then be required in order to authorise any absence.

Under the terms of the Education Act 1996 it is the responsibility of parents/carers to ensure that their child receives an education and, if registered at a school, that school attendance is regular, frequent and punctual. We are committed to working together with you to manage your child's attendance.

Absence Procedures

Please ring the Absence Line on 01273 575832 or use the Studybugs app by 8.30 am, each day that your child is absent from 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 Officer. This procedure is an essential part of safeguarding students at the school.

Punctuality

Students are expected to be in the school building by 8.40am each day. If students are late into school they will have to sign the late list register and will be given a 30 minute after school detention on the same day. Students that are frequently late are expected to attend Saturday school or an equivalent alternative,

Long Term Absence

If your child is absent for three consecutive days or more we will call home. If they are absent for five consecutive days we ask that on their return you provide a copy of details of any medical appointments and, if medicine was prescribed, a copy of the relevant prescription.

Dental/Medical Appointments

We would expect parents/carers to ensure appointments are made outside of the school day wherever possible, as the school day finishes at 3.00pm and surgeries remain open long after this. Appointments are authorised only when prior contact is made by a parent/carer or when supported by an appointment card or letter.

We are unable to authorise a full day of absence for a brief, or local appointment.

Monitoring Absence

The school monitors absence closely. Attendance figures are available on our website and we will keep you informed regularly of your child's attendance level. We will contact you if there is a cause for concern and you may be asked to attend a meeting at the school.

Withdrawal from Learning Application

Government legislation no longer allows head teachers to authorise requests for leave for children to be taken out of school unless there are considered to be exceptional circumstances.

In determining whether or not a withdrawal in such circumstances can be authorised it is for the head teacher to determine the number of days a child can be away from school if the leave is granted.

Time away from school will have a direct and negative impact on your child's educational progress.

If you withdraw your child from learning during term time (unauthorised or authorised), we are unable to allow the student to participate in residential trips within the following 12 months.

In order to request authorisation of an absence, you must complete a Withdrawal from Learning Application form, which can be downloaded from the school website. This form must be submitted 14 days before the proposed date of absence. Should the school not agree the absence and you proceed with the absence, the absence will be recorded as unauthorised in line with County Council guidelines.

If you book your child out of school for an absence and subsequently your child is off sick before the absence is due to start or has extra days off after the absence is due to finish, we will ask you for a copy of the holiday booking or a Doctors certificate, to confirm either your absence dates or your child's sickness. Failure to produce this evidence will result in the School referring you to the Local Authority for a penalty notice

In the case of an unauthorised absence the Behaviour and Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the penalty remains unpaid this may result in legal action.

Achievement

The school celebrates excellent attendance in a number of ways through a reward system. Attendance is promoted in mentoring and we encourage students to assess and monitor their own attendance.

Attendance Rewards

Throughout the school year, certificates are given to individual students who achieve 100% attendance. Contact home is also made and achievement points given.

- Attendance is promoted in mentoring every term with each student assessing and monitoring their own attendance.
- Tutor group attendance is displayed on the school attendance board. The tutor groups with the highest attendance percentage and the most improved tutor group will be able to choose a prize from the mentor reward store.
- There are 3 rewards for high attendance and improved attendance. For each reward, students will be able to choose a prize from the Reward Store.
- Bronze rewards will be given for students improving their attendance by 10% in a long term.
- Silver rewards will be given to 5 students from each year group yrs 7-10 with 100% attendance. These will be awarded every long term.
- Gold rewards will be given to 1 student from each year group yrs 8-10 with 20% improved attendance in an academic year and 1 student from each year group in yrs 7-10 with 100% attendance in an academic year.
- Any year 11 student that has 100% attendance at the end of May will receive a discount on their prom ticket, contact home and a 100% attendance certificate.

For more information please read our Attendance Policy which is available to download from the school website.

Please sign the attached sheet to indicate that you have read and understood the school's expectations in regards to attendance.

Combating Absenteeism in Our School

Our school operates an automatic communication system that is to inform you directly if your child is marked absent from school and you have not informed us of this absence.

This does not change the PCS policy on absence reporting and we ask that you continue to notify us between 8.00 and 8.30 am each day your child is absent from school. The system will only be used for absences that have not been reported in the usual way. This system will ensure that the reason for absence is known as soon as possible and alert you if your child is not in school when they should be. This automated system is also used to inform parents/carers if their child arrives late to school (after 8.40 am).

You will already have supplied the school with some contact telephone numbers for emergencies, but you may prefer to use a different number for this purpose. Please note that these numbers should be contact numbers for parents, step-parents or foster parents only, during the working day.

**Absence contact number
(Please note: - this needs to be a mobile number wherever possible)**

Child's name.....

Parent/Carer name.....

If my child is absent without notification, please contact me on the following number to inform me:

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Email address.....

Please sign below to indicate that you have read and understood the school's expectations in regards to attendance.

Name.....

Signature.....