

Summary of attendance appendix – The John of Gaunt School

Moments Matter, Attendance Counts

At The John of Gaunt School, we follow the Equa Mead Attendance Policy:

<https://www.equamead.org/Policies/>

We also follow Department for Education guidance:

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance - August 2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

We are committed to ensuring all students attend regularly and on time so they can succeed.

This is a summary of the main points of the John of Gaunt Attendance Appendix which you can find a full copy of in the attendance section of our website.



Why Attendance Matters

There are **190 school days** each year, and **175 days outside of school** (weekends and holidays).

Attendance Expectations

- **Excellent:** 98%+ (fewer than 5 days absent across the year)
- **Good:** 95%–97.9% (fewer than 10 days absent across the year)
- **Below 95%:** Cause for concern
- **90% or below is persistent absence.** This means they are absent for 10 or more school days a year. This is 50 hours of academic lessons and five hours of pastoral support and character education in tutor time.

We, at John of Gaunt celebrate success



We regularly reward attendance through:

- Certificates and assemblies
- Reward points
- Attendance raffles
- Recognition for improved attendance

We celebrate both **high attendance and positive improvement**. You can track attendance using the **Arbor app**.

Is My Child Too Ill for School?

We follow NHS guidance:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If unsure, please contact us. We can support with:

- First aid and medication
- Mental health support
- EBSA (Emotionally Based School Avoidance)
- Learning Bridge provision



Additional guidance:

- <https://www.bbc.co.uk/news/health-68139870>
- <https://www.nhs.uk/nhs-services/pharmacies/how-pharmacies-can-help/>

Reporting an Absence

If your child is unwell:

- ☒ Report before **8:35am**
- ☒ Use **Arbor** (preferred method)

How to report using Arbor

1. Log into Arbor
2. Select **Quick Actions** → **Attendance**
3. Click **Log Absence**
4. Enter details (reason, dates, times)
5. Submit



☎ 01225 762637

✉ absence@jog.equamead.org

Important: Reporting an absence does **not automatically mean it will be authorised**.

How is my child's absence recorded? Who decides?

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Each day has two registers.

- / = Present
- I = Illness (if authorised)
- O = Unauthorised absence

The school decides how absences are recorded.

Further information:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> (see page 76)

How do we help?

We become **concerned and use our professional curiosity** if a child's absence is over 5%

We will offer support, such as:

- Tutor check-ins
- Student Development support
- Phased return
- Attendance meetings (SAM)
- External referrals (CAMHS, MHST, EWO)



We do **not support new flexi-schooling arrangements.**

What is a school Attendance Meeting? (SAM)

A SAM is a supportive meeting to help improve attendance.

Initial Meeting

- Discuss concerns
- Set monitoring period

SAM 1

- Set targets
- May request medical evidence
- Attendance agreement may be issued

SAM 2

- Review progress
- Possible referral to Education Welfare Officer

We are committed to working together: **student + parent + school**. We use a connect and plan approach to support changes in attitudes, concerns and barriers to attending well.

Term-Time Leave

- Holidays are **not authorised**
- Leave is only approved in **exceptional circumstances**
- It is at the discretion of the headteacher to grant leave. This will not be considered for recreational trips



Important:

The **first three days and last three days of any half term will not be authorised** for any student **without medical evidence**.

To request leave, complete the school form. [REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME – Fill out form](#)

Working Together to improve attendance for our young people

We are proud to support our students through:

- Strong pastoral care
- Wellbeing support
- High-quality teaching

We will always:

- Listen and support
- Work within national guidance
- Provide what is reasonably within our scope as a school

Need Help?

If you are worried about attendance:

- Contact the Attendance Team attendance@jog.equamead.org
- Request a School Attendance Meeting [Parent/Carer SAMS Booking Form – Fill out form](#)

Support links:

- SEND/needs:
<https://www.cuckfieldmedicalpractice.nhs.uk/2025/01/24/right-to-choose-asd-adhd-assessment-pathways/>
- Mental health: <https://www.onyourmind.org.uk/>

Key Message

Every day matters. Every lesson counts.

Good attendance supports success, wellbeing, and future opportunities.

We hope that you, as part of our community are able to access the support and engage with the strategies on offer to improve your child's attendance.



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