



School Attendance Q & A

Supporting Your Child Together

Why is school attendance so important?

At Salford City Academy we have the highest expectations across all areas of school life including attendance. We value positive relationships between both staff and pupils, and want all pupils to feel they belong here and are valued. We work with our pupils to ensure that they have the highest possible attendance at school. We believe that this is the best way for them to succeed and to get the most out of all we have to offer.

There is a clear link between academic outcomes and school attendance. We want all pupils to achieve excellent outcomes to give themselves the very best chance in life. Regular attendance helps your child:

- Build friendships
- Stay on track with learning
- Grow in confidence
- Develop good habits for life
- Achieve better outcomes

Even missing a small amount of school can add up overtime.

What counts as good attendance?

We aim for every child to be in school at least 97% of the time.

- **97–100% – Excellent**
- **95–96% – Good**
- **Below 95% – A concern**
- **Below 90% – Persistent absence**
- **Below 50% – Severe absence**

If your child's attendance drops, we'll always work with you early to offer support.



What is the difference between authorised and unauthorised absence?

Authorised absences include:

- Illness
- Unavoidable medical appointments
- Religious observance
- Exceptional family circumstances (agreed in advance)

Unauthorised absences include:

- Holidays during term time
 - Absences without explanation
 - Reasons not accepted by the school
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What should I do if my child is ill?

We understand that children get unwell. Please:

- 1. Record your child's absence on the Parent Arbor App before 8:20am on the first and any further days of absence.** *[Click here for more information about how to use Arbor.](#)* Do expect to receive a call back from the school to discuss your child's absence and to see if we can support in any way.
- 2. If pupils suffer any form of injury, then we ask that you contact the school to make us aware.** This is so we can do a risk assessment with you. It will identify impacts of the injury and the support your child may need.

If you're unsure whether to send your child in, please contact us - we're happy to help.



What about medical appointments

If possible, please book appointments:

- After school
- At weekends
- During school holidays

If an appointment must happen during the school day, **please email the appointment card or text message to scasa@salfordcity-academy.org** so that we can authorise the absence.

Can we take holiday during term time?

Term-time holidays cannot be authorised unless there are **exceptional circumstances**, in line with national guidance.

Taking a holiday in term time will usually result in a **Penalty Notice**.

What is a Penalty Notice?

A Penalty Notice is a fine issued by the Local Authority for unauthorised absences.

From August 2024, schools must consider issuing a fine if:

- A child has **5 days (10 sessions)** or more of unauthorised absence within a school year
- A term-time holiday is taken without permission
- A child is persistently late after registers close
- Parents do not engage with attendance support

CONTINUE TO NEXT PAGE



Fine amounts:

- **£80 per parent, per child** (if paid within 21 days)
- **£160 per parent, per child** (if paid within 28 days)

Non-payment may lead to prosecution.

What if we are struggling with attendance?

Please talk to us as early as possible. **We're here to support, not judge.**

We can offer:

- Early help meetings
- Home visits
- Attendance plans
- Support with routines, anxiety, or practical difficulties
- Links to external services

Our priority is your child's wellbeing and success.

How can we work together?

By ensuring your child attends school regularly and on time, you're giving them the very best start in life. We are committed to supporting any child who is finding it difficult to attend school regularly. We will target support for any pupil whose attendance falls below 95%.

Further information on support can be found in the full [*Attendance Policy*](#).



Key Staff



Mr Daniel Nicholls
Assistant Principal



Mr Iain Mclellan
Senior Attendance
Manager



Mrs Hannah Jackson
Attendance Manager



Mrs Ellen Turton
Attendance Officer

We truly appreciate your continued support.