



Attendance Weekly Update

w/c 7th November 2022

Introduction



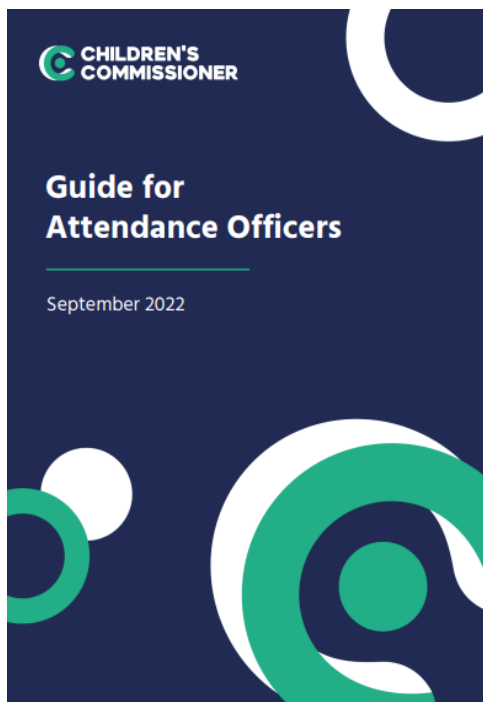
Over the next couple of weeks we have a number of attendance related activities coming up that we would like to remind colleagues:

- The **School Attendance Network (SANs) Meetings** take place between 8th-10th November. We hope that a representative from all schools and settings can attend one of these

meetings. This is a **free** event. Full details available later on in the update

- Following the successful initial training session of a new course – **Using data to support improvements to attendance**, we would like to remind colleague that the remaining courses covering secondary and specialist settings are taking place over the next two weeks. This is a **free** event. Full details available later on in this update.
- **Improving School Attendance - Support for Senior Leaders in Schools and Settings.** This course provides guidance and practical strategies to school senior leaders with an attendance remit to support improvements especially for vulnerable groups. **1 free place per setting.** Full details later on in this update.
- The second round of **Attendance Locality Meetings** will start taking place over the next couple of weeks. Full details later on in this update.

Children's Commissioner – Guide for Attendance Officers



As part of the Attendance Audit conducted by the Children's Commissioner, which aims to get to the root of school absence, the team has conducted ground-breaking new analysis of session level attendance data for the autumn 2021 term. The data, from three Multi-Academy Trusts looks at patterns of attendance and identify the early warning signs for persistent absence. This report shares some of the insights from the Attendance Audit and top tips to help you in your work.

To access this report please follow the link below:

[CC A4 HEADER \(childrenscommissioner.gov.uk\)](https://childrenscommissioner.gov.uk)

It is also available on the Attendance Toolkit under the research tab.

Adverse Childhood Experiences (ACEs)

This training course regarding 'Adverse Childhood Experiences' (aka ACEs) gives a free introductory insight; and has been setup in partnership with Public Health England and the Home Office amongst other organisations. NHS Manchester explain ACEs [here](#) too with a useful initial understanding. But the free introductory course available at www.acesonlinelearning.com "



Clean Air Zone Bristol will start on Monday 28th November 2022 – Easy Read leaflet



A Clean Air Zone is a specific location that aims to reduce public exposure to nitrogen dioxide through:

- restrictions on the highest polluting vehicles
- encouraging the use of cleaner vehicles
- encouraging people to walk, cycle or use public transports

A Clean Air Zone Easy 'easy read' leaflet has been produced by the Local Authority, to share with parents and colleagues. This is available on the Attendance Toolkit under the CAZ

tab.

For more information, please visit [Bristol's Clean Air Zone](#)

Improving School Attendance - Support for Senior Leaders in Schools and Settings 16th November



Description

The first part of this course sets out the principles underpinning an effective whole school strategy for attendance and develop a sense of belonging. The second part of this course outlines actions that schools may consider taking to improve attendance for all pupils, pupils at risk of persistent absence and pupils who are persistently

absent (PA).

Outcomes

To come away with an understanding of the principles underpinning an effective whole school strategy for attendance, which requires commitment from every member of the school community. Awareness of the actions that school staff could consider taking to improve attendance for all pupils, minimise poor attendance and reduce the number who are persistently absent. You might have different staffing structures and policies however, the recommended actions are relevant to all settings.

Booking Information

www.tradingwithschools.org.uk or email tradingwithschools@bristol.gov.uk or 0117 9222444

Welcoming and supporting refugee and asylum seeking children and young people into your setting



Delivered by the Educational Psychology Service- 16th November 2022, 9:30-15:30, City Hall

It can be daunting to have new pupils arriving in school who have potentially experienced trauma, disruption and a very different or very limited education. This workshop will consider the impact of trauma, providing trauma informed

support in school, building resilience and creating refugee friendly schools. We will explore the national and local context, including talks from a school of sanctuary and the Refugee Resettlement Team. There will also be opportunities to share practice between schools and reflect on our own well-being and resilience as practitioners.

To book, please see:

[EPS - Welcoming and supporting refugee and asylum seeking children/young people into your setting | Trading with Schools](#)

NOVEMBER - School Attendance Network (SAN) Meetings



The first of the School Network Meetings take place next Week. We have adjusted the times to maximise the number of colleagues who can attend, offering one session in the morning, one over lunchtime and one in the afternoon for each cluster of meetings. Each meeting provides the same content, however there are opportunities to ask questions to support practice in your setting. Colleagues can book which meeting is most convenient. **We ask that at least one representative attends from each school/setting.**

The dates and times of the November meetings are shown below:

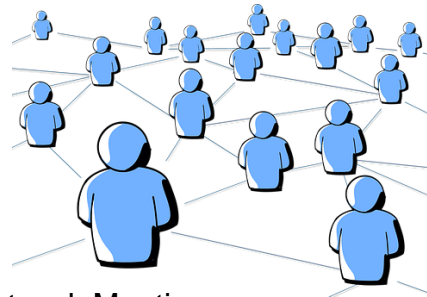
November 2022

Tuesday 8th 1-3pm

Wednesday 9th 12-2pm

Thursday 10th 10-12 noon

Please book your place for the School Attendance Network Meeting via Trading with Schools



Booking via Trading with Schools

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

To ensure you can access the sessions easily please be aware of the following link which is the same for all 3 November meetings:

Join Zoom Meeting – November School Attendance Network Meetings

<https://zoom.us/j/99717639297?pwd=eUZ3Z0tQOGRBSVFBSDCrY3Rxa1pkZz09>

Meeting ID: 997 1763 9297

Passcode: 971574

Dates for the upcoming SANS meetings later in the academic year are detailed below:

January 2023

Tuesday 24th 1-3pm

Wednesday 25th 12-2pm

Thursday 26th 10-12 noon

April/May 2023

Thursday 27th 1-3pm (April)

Wednesday 3rd 12-2pm (May)

Thursday 4th 10-12 (May)

Help for Households

To help with the cost of living crisis the government has launched a website detail a range of support for households. This is available from the link below:



[Help for Households - Get government cost of living support](#)

Please do share with your parents and carers to ensure they receive the necessary help and support to which they are entitled.

New Course – Using data to support improvements to attendance



This is a new **free** online course to help support colleagues meet the requirements of the new government guidance 'Working Together to Improve School Attendance' 2022. In line with the new guidance schools and settings are expected to proactively use data to identify pupils at risk of poor attendance. These courses are suitable for all staff involved in monitoring attendance including, attendance officers and SLT with attendance responsibilities.

3 sessions have been produced to cover primary, secondary and specialist provision as detailed below:

- Using data to support improvements to attendance in **primary schools** and settings 4th Nov 9-12noon **Completed**
- Using data to support improvements to attendance in **secondary schools** and settings 11th Nov 9-12noon
- Using data to support improvements to attendance in **specialist schools** and settings 18th Nov 9-12noon

Booking via Trading with Schools:

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

Education Welfare Service CPD Courses for Schools Academic Year 2022-23



To assist with your planning for this academic year the Education Welfare Team has released key dates for training and CPD opportunities. Please note that additional course are likely to be added during the academic year and details will be provided via the Weekly Attendance Update.

[Children Missing Education - Free](#)

Child Missing Education - Why does it matter?
Education Welfare Service (EWS)

Wed 30 Nov 2022 12:00 - 14:30
Wed 1 Feb 2023 12:00 – 14:30
Wed 7 June 2023 10:00 – 12:30

Training – virtually, via Zoom

Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

[Attendance Casework – Chargeable £75](#)

A half day course for school attendance staff working directly with parents whose children are not attending school regularly across the primary and secondary phases of education.

Education Welfare Service (EWS)

Wed 8 March 2023 11:00 – 13.30

Training – virtually, via Zoom

Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

[Parental Responsibility Measures - Penalty Notice Training for Schools - Free](#)

Penalty Notice Training for Schools - When is a Penalty Notice Appropriate?
Education Welfare Service (EWS)

Wed 18 Jan 2023 10:00 – 12:00
Wed 24 May 2023 10:00 – 12:00

Training – virtually, via Zoom

Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

[Parental Responsibility Measures - Irregular Attendance Prosecutions – Chargeable £75](#)

An invaluable course designed for schools who prepare their own witness statements for school attendance prosecutions.
Education Welfare Service (EWS)

Wed 23 Nov 2022 12:00 - 14:30
Tues 16 May 2023 12:30 – 15:00

Training – virtually, via Zoom

Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

[Improving School Attendance – Support for Senior Leaders in Schools and Settings – 1 free place per setting](#)

This course provides guidance and practical strategies to school senior leaders with an attendance remit to support improvements especially for vulnerable groups.

The first part of this course sets out the principles underpinning an effective whole school strategy for attendance and develop a sense of belonging. The second part of this course outlines actions that schools may consider taking to improve attendance for all pupils, pupils at risk of persistent absence and pupils who are persistently absent (PA).

Wed 16 Nov 2022 10:00 – 12:30

Wed 15 March 2023 13:00 – 15:30

Wed 14 June 2023 10:00 – 12:30

Training – virtually, via Zoom

Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

Locality Meetings Term 2



Locality meetings have been set up to support attendance related activity at a local level. We have set up this network of meetings to create a community of practice by bringing together groups of schools in similar circumstances. Please could you email the Attendance and Belonging Team attendanceandbelongingteam@bristol.gov.uk if you are able to attend one of the locality meetings shown in the table below.

Meeting	Date	Time	Meeting link
Term 2			
North Primary	Wednesday 7 th December 2022	11am – 12.30pm	Click here to join the meeting
South Primary	Wednesday 23 rd November 2022	10.30am – 12pm	Click here to join the meeting
East/Central Primary	Thursday 17 th November 2022	10.30am – 12pm	Click here to join the meeting
North Secondary	Thursday 8 th December 2022	10.30am – 12pm	Click here to join the meeting
South Secondary	Friday 25 th November 2022	10.30am- 12pm	Click here to join the meeting
East/Central Secondary	Tuesday 22 nd November 2022	2.15pm- 3.45pm	Click here to join the meeting
Specialist	Wednesday 7 th December 2022	2pm to 3.30pm	Click here to join the meeting

ALP	Wednesday 16th November 2022	1.30pm – 3pm	Click here to join the meeting
Independent	Friday 9 th December 2022	10.30am – 12pm	Click here to join the meeting

Reception Applications for September 2023

A guide for parents and carers on applying for a primary school place for the school year 2023-2024
If your child was born between 1 September 2018 and 31 August 2019 you will need to apply for a school place by 15 January 2023

REMEMBER THE DEADLINE! 15 January 2023

TRADING WITH SCHOOLS BRISTOL LEARNING CITY
www.bristol.gov.uk/schooladmissions

BRISTOL CITY COUNCIL

What do I need to do to apply for a school place?

- Check the guidance on applying for schools – available at www.bristol.gov.uk/schooladmissions, or by contacting School Admissions. The guidance contains details on how to when to apply, information on each school along with their admissions policy and oversubscription criteria. With the mix of different types of school from Church schools, Foundation schools, Academies, Free Schools and Community schools the admissions policy could be different for each school you put as a preference so it's important to ensure you check this carefully.
- Some schools require supplementary forms to be completed as well as the common application form. Make sure you check if this applies to the school(s) you are interested in.
- Visit the schools. All schools hold open days. Contact the school directly for further details on open days.
- Look at the school's prospectus and its website which are useful sources of information.
- You can name up to three school preferences. We advise you to name more than one school.
- Make sure you apply on-line. The deadline is 15 January 2023.

What do I need to do to apply for a school place?

Check the guidance on applying for schools – available at www.bristol.gov.uk/schooladmissions, or by contacting School Admissions. The guidance contains details on how to when to apply, information on each school along with their admissions policy and oversubscription criteria. With the mix of different types of school from Church schools, Foundation schools, Academies, Free Schools and Community schools the admissions policy could be different for each school you put as a preference so it's important to ensure you check this carefully.

Why apply online?

- The system helps you by checking for errors.
- There is no risk that your application will be lost in the post.
- It is quick and easy to do.
- You will get an immediate email confirming that your application has been received.
- You will receive an email notification of the outcome of your application on the same day as the offer letters are posted.
- The system is available 24 hours a day until the final submission time of midnight on 15 January 2023.

School Admissions (CH) Bristol City Council
PO Box 3399, Bristol, BS1 9NE
www.bristol.gov.uk/schooladmissions
e schooladmissions@bristol.gov.uk
t 0117 903 7694

Apply online www.bristol.gov.uk/schooladmissions

Reception Admission – September 2023

Establishments with children born between 1st September 2018 and 31st August 2019 should ensure that all their parents are aware that they must make an application for Reception in September 2023 **by midnight on 15th January 2023.**

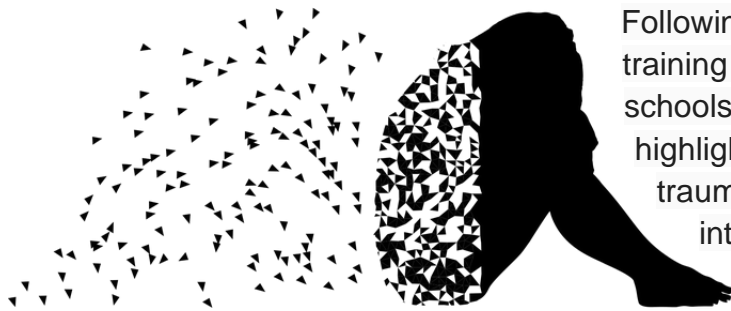
January 2023.

Please make it clear to parents/carers when carrying out pre-school home visits or meetings that they must apply separately for a Reception school place by **the closing date of 15th January 2023.**

For both reception and secondary transition activity you may wish to contact parents/carers via Facebook, Twitter, and Group Text, as well making information available on the school's website and by issuing paper or on-line newsletters.

School Admissions information is available [on-line](#) for parents/carers to view and download.

Trauma and Adversity Workshop (Introduction awareness session) – Keeping Bristol Safe Partnership)



Following our recent survey of the training needs of attendance staff in schools and settings, one of the areas highlighted was the development of trauma informed practice. An introductory workshop is provided by Keeping Bristol Safe Partnership

This multi-agency workshop is aimed at managers and practitioners in Bristol who work with adults or children, in any sector. This workshop is free of charge and will be held online on Zoom.

Aims and objectives-

- What adversity, trauma and ACEs are, and their potential impacts across the life course
- How we can minimise the risks associated with adversity and trauma
- What trauma informed practice is and how this way of working can benefit people who have experienced trauma

Wednesday 30th November 2022- 10:00- 13:00

Additional dates are available, please check the link below for further information

Register via Eventbrite: [Introduction to Adversity and Trauma Tickets, Multiple Dates | Eventbrite](#)

Weekly Attendance Officer Drop-in Sessions – Every Tuesday



- To support the work of Attendance Officers and other colleagues concerned about an attendance issue we have arranged a weekly online drop-in session every Tuesday 11am-12 noon
- We would encourage colleagues to join the meeting if they have specific questions relating to attendance or would like to share best practice. Join the Zoom meeting at:

<https://zoom.us/j/92106436030?pwd=NEpsN2tJZGFzVUZ3cWRWbDZGTGVtZz09>

Families Arriving from Ukraine - update

Families from Ukraine continue to arrive in Bristol under a number of schemes, including the government's Homes for Ukraine, the Family Visa system and via third party organisation for those with specific needs including children and young people requiring medical intervention. As families and their families are arriving via a number of different routes this requires careful checking and tracking.

To ensure we can place the children and young people in schools and settings as quickly as possible please follow the guidance as detailed below

If you are able to offer a place in your setting for a Ukrainian child/ young person following an admissions enquiry, please can you process the application as soon as possible, following your usual processes. So that we can ensure we support these pupils in the best way possible please can you complete the Microsoft form detailed



below. If Bristol City Council processes your in year admissions applications, as soon as a place is allocated and accepted, please also complete the Microsoft Form

[Ukrainian refugee children - Notification of school admissions and enquiries](#)

If you are unable to offer a place in your setting for a Ukrainian refugee child/young person following an admissions enquiry, please can you complete a Children Missing Education Form by following the link below:

[Children missing education \(CME\) - bristol.gov.uk](#)

Important please note they are a Ukrainian Refugee in the free text at the end of the form If you have any queries about the admissions arrangements for any new Ukrainian pupils please contact the attendanceandbelongingteam@bristol.gov.uk

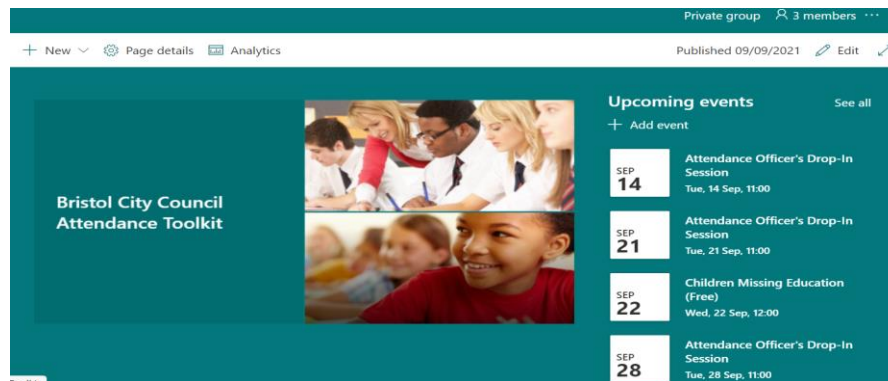
Please note if you offer a place to a Year 6 child, once settled please can you ensure an application is made via the Admissions Team [School admissions - bristol.gov.uk](#) for a Year 7 place for September 2022 as soon as possible. You may need to support host and the newly arrived families with this process as they are likely to unfamiliar with it.

To support the arrival of children and young people and to welcome them into our schools and settings, a number of translated posters have been made available, to access them please follow the link below:

https://urldefense.com/v3/https://www.dropbox.com/s/tytnfep44kc8ar1/Refugee*20Posters*20Style3.pdf?dl=0;JSU!!KUxdu5-

[bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2I0BBIODVI6bMzatBRpYgZrW3mmJEKB-RIA\\$](https://bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2I0BBIODVI6bMzatBRpYgZrW3mmJEKB-RIA$)

Attendance Toolkit



To support communication and practice around attendance related issues, we have set up an Attendance Toolkit on a SharePoint site for professionals.

For BCC Staff

Please follow the following the link [Attendance Toolkit - Home \(sharepoint.com\)](#) to trigger a request for access

For Non- BCC Staff

Access to the site is via the supply of a named email for an individual as opposed to a departmental or general email so you can be registered for access. If you are on the Attendance or Bristol Inclusion Panel mailing lists you should be set up already. For other colleagues please email the attendanceandbelongingteam@bristol.gov.uk to request access, providing your email details. You will then be invited to join the SharePoint site, if you have not received an email within 2 working days of making a request, please check your spam folder. We recommend you save the SharePoint site link in your favourites.

Local Attendance Data

Term 1

Phase	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Phase	Term to Date	Phase	Year to Date
All-through		92.41	89.20	87.17	87.12	87.92	87.62	85.79	All-through	88.14	All-through	88.14
Specialist	36.20	70.45	76.77	74.29	73.77	74.66	75.00	73.65	Specialist	74.01	Specialist	74.01
Primary	88.94	95.38	95.25	94.59	94.94	95.02	94.66	93.38	Primary	94.76	Primary	94.76
Secondary	92.92	94.15	92.79	90.69	91.52	91.84	92.05	90.11	Secondary	91.98	Secondary	91.98
All	86.82	94.26	93.64	92.42	92.84	93.05	92.91	91.46	All	92.97	All	92.97

Note Week 1 = w/c 29/8/22 to capture the start of the academic year.

Term 2

Phase	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
All-through	87.67						
Not applicable	73.21						
Primary	94.93						
Secondary	91.24						
All	92.80						

Phase	Term to Date	Phase	Year to Date
All-through	87.67	All-through	88.10
Not applicable	73.21	Not applicable	73.95
Primary	94.93	Primary	94.77
Secondary	91.24	Secondary	91.66
All	92.80	All	92.88

Contact

If you require for further information in relation to this Attendance Update please contact Lesley O'Hagan on lesley.o'hagan@bristol.gov.uk.