



**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Termly Attendance Update – Term 1 24/25

w/c 7th October 2024

Welcome to term 1's edition of the Attendance Update. This is our first termly attendance update newsletter for this academic year and autumn has already arrived.

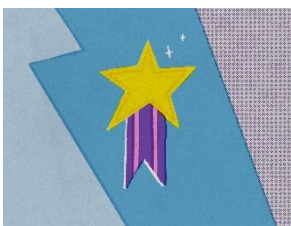


This academic year the newsletter has had a refresh. There is a NEW Section 1 called Termly Top Tips. The data section has also be revised. The running order is:

- Section 1 Termly Top Tips
- Section 2 Attendance News
- Section 3 Key Dates and Training
- Section 4 Other Attendance Features and Reminders
- Section 5 Attendance Data

Term 2's Attendance Update edition is due for release in **December 2024**.

Section 1: Termly Top Tips



Attendance Top Tips for this term

This section aims to provide a couple of suggested operational attendance activities aligned to the point in the academic year. Please note, these suggested activities aren't the only activities that you need to be delivering.

A 'targeted intervention' means that you should triage the cases and decide on the type of intervention that is most suitable. For example, a phone call, text message, email, letter, meeting or attendance plan etc...

Trying using the LEAP approach – listen, empathise, ask, problem solve.

1. **Week 1 attendance data** - Review and analyse your school's attendance data for the first week back in September. Identify which pupils had absences.

Deliver a targeted intervention to those cases to reduce and prevent the re-occurrence. Link to the impact of what they missed, the importance of strong starts to the year/term, sense of belonging, connection with new teacher/learning/friends. Problem solve – what do they need to reduce/prevent it happening again? Do they need a timely reminder about the term start date? A phone call/text the day before or on the day? If they took a leave of absence, have you warned them about the risk of a Penalty Notice?

2. **Separate episodes of absence** - Review and analyse your school's attendance data for any pupils who have already had more than 2 separate episodes of any absence. Deliver a targeted intervention, listen and try to understand what the reasons are and provide support by problem solving and removing the barriers.
3. **Illness** - Review and analyse your school's attendance data for pupils that have already had absences recorded as I for illness. Is the absence code decision making accurate? Are there any class or year group trends? Do you need to remind parents about the NHS information in relation to is a child too ill for school? Do you need to look at your whole school, year or class level infection prevention and control measures? Does that year group or class have the right conditions for attendance to thrive?

Section 2: Attendance News



Save the date!

Bristol Attendance Conference: Tuesday 3rd December 09:00 to 12:00, City Hall

We are asking for senior colleagues/senior attendance champions from all Bristol schools to come together to agree a 'Bristol charter for attendance'. We will also be sharing best practice from across the city.

More details to follow shortly.

In August, school attendance legislation changed



Department
for Education

What's changed?

- Every state school in England must now **share their daily attendance registers across the education sector**.
- **Expansion** of the attendance hubs programme.
- Parent fines for unauthorised absences have also been brought under a **national framework** to help tackle inconsistencies in their use. A fine to parents must be considered if a

child misses **5 days** of school for unauthorised absence. Alongside this, costs for fines have gone up from £60 to **£80 if paid within 21 days** and from £120 to **£160 if paid in 28 days** which will ensure all parents are aware of when they might face a fine to ensure all councils are issuing fines appropriately.

- Key guidance setting out how schools and local authorities must take a 'support-first' approach to help pupils and their families to tackle barriers to attendance was made **statutory from August 2024**.
- **New regulations** to modernise school attendance and admission registers (including updating attendance codes, rules on granting leaves of absence and on who can access registers) to improve the accuracy of attendance data to help schools and local authorities put better, more targeted support in place as early as possible. These regulations also came into force on 19th August 2024.

Use Bristol City Council's Attendance Toolkit to assist you with accessing further information about the changes including operational templates that can be downloaded. For details about how to access the attendance toolkit - please see our standing article below in Section 3.

Statutory school attendance guidance – Working Together to Improve School Attendance



Working together to improve school attendance

Statutory guidance for maintained schools, academies, independent schools and local authorities

August 2024

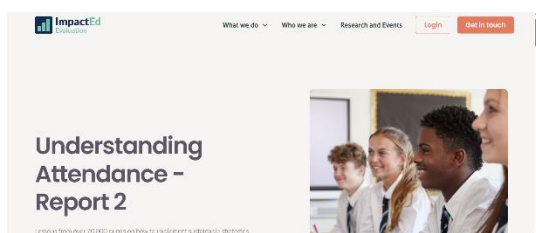
Working Together to Improve School Attendance (WTTISA) is now statutory guidance - [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/working-together-to-improve-school-attendance). Some recent revisions were made over the summer but there were no changes to policy, only some cosmetic changes and changes that clarify:

- independent schools are not required to submit daily data to the Department;
- penalty amount for children present in public places whilst excluded from school;
- supervision requirements for approved educational activities;
- statistical meaning for code C2.
- Added further guidance on the use of code E, code Q, code Y6 and code Y7.

The DfE WTTISA overview webinar 2024 can be viewed at:

<https://youtu.be/WLymR706NHM?list=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b>

Evidence-based attendance research – Understanding attendance



Now available - ImpactEd Understanding Attendance Report. This report is helpful for your attendance improvement journey. Contains lessons from over 70,000 pupils on how to implement sustainable strategies to

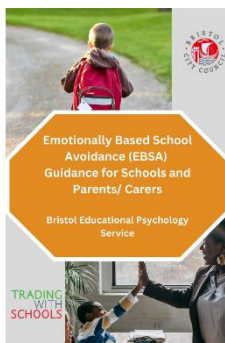
improve school attendance. The research identifies the following key areas as being critical for improving attendance:

- ✓ Sense of belonging
- ✓ Safe in school
- ✓ Understanding the importance of attendance
- ✓ School engagement
- ✓ Anxiety

It's available to download from this link:

<https://www.evaluation.impactgroup.uk/research-and-resources/understanding-attendance-report-2>

Emotionally based school avoidance (EBSA) guidance



New EBSA guidance is now available on the attendance toolkit. It's been produced by Bristol Educational Psychology Service, for schools and parents/carers. A focussed session on the guidance is also planned for our November SANs and will be delivered in conjunction with Educational Psychology representatives.

EBSA CONNECT

If you are a school interested in commissioning independent EBSA training then EBSA Connect might be for you?

For more information click here: <https://ebsaconnect.co.uk/>

Vicky Battle is a consultant in EBSA emotionally based school avoidance/non attendance and SEMH social, emotional, mental health. She works with Local Authorities, Schools, Educational Settings, Parent Carer Forums and Families, writing and delivering training on EBSA, SEMH and how to build effective relationships with Parent/Carers. She has collaborated with national strategies which seek to support schools and young people experiencing attendance barriers.

Vicky is a former Deputy Head Teacher with over twenty years experience in Education as well as being a parent with lived expertise of EBSA and SEMH.

Vicky lives and works in Bath.

Vicky works with Primary and Secondary schools and offers consultations to families who have a young person aged between 5 – 16.



Penalty Notices for school attendance

- There have been significant national changes to Penalty Notices including a new national framework, changes to the **Penalty Notice Code of Conduct and process**, including documents and templates.
- Our fully revised Code of Conduct is available on our webpage: <https://www.bristol.gov.uk/business/schools-learning-and-early-years-for-professionals/attendance-and-inclusion/education-welfare-service>
- To support you with the changes, all our latest documents are available on the attendance toolkit. This includes our fully revised Penalty Notice request forms.
- If you are unsure about the arrangements for Penalty Notices including making requests, please contact educationpenaltnotices@bristol.gov.uk for assistance and/or attend our fully revised free Parental Responsibility Measures – Penalty Notice training session, booking via Trading with Schools.
- The DfE Penalty Notice webinar 2024 can be viewed at: https://youtu.be/KZOonios_Bc?list=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b

Absence codes



- There have been changes to some of the nationally agreed absences codes.
- Get up to speed with knowing and applying the codes.
- To support you with the changes, we have produced an absence code quick guide which is available on the attendance toolkit.
- Attendance registers should be taken as per usual in line with statutory government attendance guidance about coding from Working Together to Improve School Attendance 2024.
- If you are not sure of the coding arrangements for a particular set of circumstances, please contact the Education Welfare Service (email education.welfare@bristol.gov.uk or call 0117 3521438), your named attendance advisor or the Weekly Attendance Drop-ins
- DfE attendance & absence code webinar 2024 can be viewed at: <https://youtu.be/zonE7wTKliE?list=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b>



School registers and Management of Information Systems (MIS)

The register is a legal document. Legally, your registers must be compliant with the new absence codes. All major MIS providers have worked with the DfE to provide system upgrades in line with the new requirements. To access and use the new attendance and absence

codes, your MIS will need to have been updated. Your IT support must run the latest software upgrades for the products that your school uses.

Additionally, all schools must now use an electronic register, retain registers for 6 years from the date of last entry and all state schools must share daily attendance data with the DfE.

DfE daily attendance data collection - WONDE data – is now a mandatory requirement for all state schools



WONDE is the DfE's software provider partner. The benefits in getting daily attendance data:

1. gives schools, local authorities and academy trusts access to more up-to-date pupil-level attendance data
2. helps you meet the new expectations set out in [working together to improve school attendance](#)
3. will not add to your school's workload

For further information see this link: <https://www.gov.uk/guidance/share-your-daily-school-attendance-data>

Once your school is sending daily attendance data, the next part of the process is to view and use your schools reports. The reports form part of view your school's attendance data via your DfE login. The data allows you to track your school's attendance in line with national and geographical comparators.

Bristol SEND and Inclusion Strategy Draft 2024-2028 Consultation

We are happy to report that we've had nearly 100 responses to the consultation survey for the Bristol SEND and Inclusion draft strategy 2024–2028 so far. Thank you if you've already completed it.

The survey **closes on Monday 28 October** and can be filled out here if you haven't had a chance to do so yet: <https://bit.ly/bristol-send-inclusion-strategy-consultation>.

Please allow 30 minutes to complete the consultation survey, as you need to complete this in one go, you cannot save your progress and come back to it later. Please also make sure you press 'submit' once you are done.

As professionals working with children with learning needs, we are keen to hear your thoughts on our draft strategy, but we would also appreciate your help in spreading the word about the survey to parent carers and SEND professionals that you work with as part of your role. Please also encourage our children and young people with

SEND to fill out the survey. It is important that we hear their voices, and not only adult feedback.

To help with sharing and promoting the survey please [use our resource pack](#). You'll find the Easy Read surveys in Somali and Polish on the [consultation webpage](#).

Section 3: Key Dates & Training

EWS Attendance CPD for Schools

Please see below for the Education Welfare Service CPD Courses for Schools Academic Year 2024/25.

All our sessions have been fully revised in line with the national attendance regulation changes and the new Working Together to Improve School Attendance (August 2024).

[September Attendance Briefings](#)

Our September attendance briefings took place on:

- ~~Wednesday 4th September 11-12noon~~
- ~~Thursday 5th September 2-3pm~~

We recorded one of the sessions, the recording is available to watch on the attendance toolkit.

[School Attendance Network Meetings](#)

An opportunity for School Attendance Leads to keep updated on current attendance legislation, national guidance, local guidance, local processes and good practice.

- **November 2024**
 - Wednesday 13th 1-3pm
 - Thursday 14th 10-12 noon
- **January/February 2025**
 - Wednesday 29th 1-3pm
 - Thursday 30th 10-12noon
- **May 2025**
 - Wednesday 7th 1-3pm
 - Thursday 8th 10-12noon

Training – virtually, via Zoom
Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

[Children Missing Education - Free](#)

Child Missing Education - Why does it matter? This session includes the legalities about making adjustments to the school roll.

- ~~Wednesday 18th September 12:30-15:00~~
- **Wednesday 4th December 12:30-15:00**
- **Wednesday 12th February 12:30-15:00**
- **Wednesday 18th June 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.

- ~~Wednesday 9th October 12:30-15:00~~
- **Wednesday 5th March 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

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

Penalty Notice Training for Schools - When is a Penalty Notice appropriate and what is the process to request one?

- ~~Wednesday 25th September 10:00 – 12:00~~
- **Wednesday 11th December 10:00 – 12:00**
- **Wednesday 5th February 10:00 – 12:00**
- **Wednesday 11th June 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.

- **Wednesday 27th November 12:30-15:00**
- **Wednesday 21st May 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).

During this training, Bristol Healthy Schools will be running a short session aimed to support schools with “making the school a safe place” and fostering the “right ethos” for improving attendance. The session will be specific to school attendance, with a focus on mental health and creating safe spaces, addressing the theme of belonging in education.

- **Wednesday 20th November 10:00-12:00**
- **Wednesday 12th March 13:00-15:00**
- **Wednesday 25th June 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

[New Attendance Officers Introduction to Attendance Course – Chargeable £50 \(includes for both sessions\)](#)

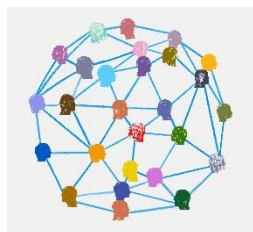
An introduction to attendance - For new attendance officers and school-based attendance leads and senior leaders with oversight of attendance.

This virtual course will support schools and settings to work in partnership with the local authority to meet the expectations identified in the new DfE attendance guidance ‘Working Together to Improve School Attendance’ 2024.

- ~~September 2024 – Friday 20th and 27th September 10-12 noon~~
- **January 2025 – Friday 10th and 17th January 10-12 noon**
- **May – Friday 2nd and 9th May 10-12 noon**

Please note – you are advised to attend both sessions in the series
Training – virtually, via Zoom
Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

South-West Attendance Network



The South-West Attendance Network has been meeting virtually at regular intervals throughout academic year 2023/24 and will continue to do so throughout 2024/25. The group is an off shoot from one of the Government’s Attendance Hubs.

The network is well attended and provides an excellent opportunity for operational attendance leads from schools to come together to share attendance practice and expertise.

Feedback from a Bristol EWO *“These sessions are excellent; I learn so much each and every time. They are a must for anyone working in the attendance field.”*

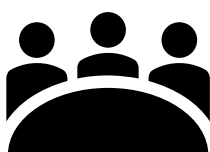
The next meeting will take place virtually on **Tuesday 10th December 3:30-5pm.**

If any you or any of your colleagues would like to join this network, please pass on this link: [Registration Form](#).

By registering, you will get access to the virtual meetings and the content that is shared including templates to support operational attendance practice.

Section 4: Other Attendance Features and Reminders

Targeting Support Meetings (TSMs) for attendance



- This academic year, officers from the Education Welfare Service are continuing to work in partnership with all schools to hold regular (between 1-3 per academic year) attendance conversations with schools
- The meetings will use your schools attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
- Some of the data items that will be collected from schools during the TSMs are: the details of your schools attendance officers, number of attendance contracts offered, number of Notice to Improve letters sent etc...
- Further information about TSMs including Bristol's format and agenda can be found on our attendance toolkit.
- Information about TSMs can also be found in the guidance [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)
- The DfE webinar about TSMs can be viewed here: <https://youtu.be/ERNHbDZiHs4?list=PLXjcCX3hH9LXqKNI35VTWirdJn zjO3s2b>
- The backstop position for all schools is EWS Attendance Helpline (0117 3521438 or education.welfare@bristol.gov.uk) and weekly attendance drop-in (please refer to the meeting link further on in this publication).

EWS traded attendance support options



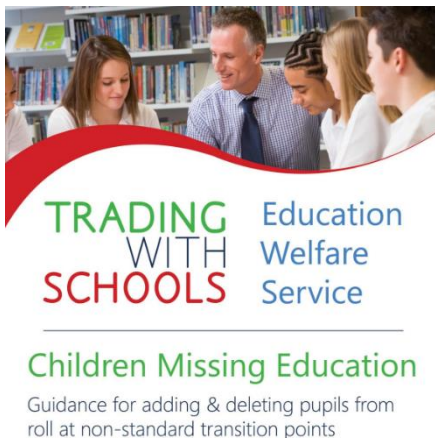
The EWS has a variety of attendance support options that you can buy - other independent attendance providers are also available. Schools can commission the Local Authority to act on behalf of the school to fulfil attendance expectations. We have had a well embedded traded attendance offer for many years. This is because schools can make autonomous decisions about how they resource their attendance functions. In addition to your free core offer, you may wish to add-on traded attendance products/services from us (or another independent attendance provider).

- **Flexible support** charged at our half/whole day rates £295/£510 – general flexible attendance support. Good for short pieces of targeted input on a 1:1 basis across several CYP/families.
- **EWS parent/pupil attendance assessment** charged at £295 with the option of upgrading to full referral rate on conclusion – a more in-depth piece of one-off direct work with the family. An EWO contacts parent(s) and arranges to carry out an EWS assessment (Individual Assessment Profile) to explore the reasons for absence and if appropriate draws up an action plan with the parent(s)/carer(s) to resolve their child's attendance issues.
- **EWS full casework referral** charged at £855 per case – an in-depth piece of 1:1 direct work with the family over a number of weeks with the aim of improving attendance or instigating legal proceedings if there is evidence to do so. End to end case management included and it includes the above EWS parent/pupil attendance assessment and attendance action plan.

For further information please refer to the EWS brochure which is available to download from the Attendance Toolkit

(<https://bristolcouncil.sharepoint.com/sites/AttendanceToolkit/SitePages/CPD-%26-Training.aspx>) or contact us via email at education.welfare@bristol.gov.uk

Children missing education (CME) and pupil tracking



CME and Pupil Tracking are processes that are designed to support schools to trace and locate pupils who's whereabouts are unknown/missing/failed to return/moved away. The processes support schools with the practical application of putting pupils on roll and taking pupils off roll. These processes don't support long term non-attenders (without a change in circumstances). Further information about making CME and pupil tracking referrals and removing from roll, please refer to the BCC CME Guidance document here:

<https://www.bristol.gov.uk/business/schools-learning-and-early-years-for-professionals/attendance-and-inclusion/children-missing-education-cme>.

For questions please email childrenmissingeducation@bristol.gov.uk

Elective Home Education (EHE)



We want to ensure a parental decision to Electively Home Educate their child is an **informed decision**.

Please **do not persuade or encourage** parents to consider EHE as an option as this could be perceived as coercion and off-rolling.

However, if a parent raises EHE, please do signpost them to impartial information that outlines what EHE entails.

EHE should not be used as a way to avoid suspensions, permanent exclusion or to avoid attendance legal interventions.

Please ensure any parents considering EHE are made aware of the LA EHE guidance [Home education - bristol.gov.uk](https://www.bristol.gov.uk/home-education)

An EHE Quick Guide and a Briefing Note are available on the Attendance Toolkit.

Home education means that the child is not on a school roll and the parent is taking full responsibility for their education. [Read more about home education and home schooling](#) on the Department for Education blog.

Please notify ehe@bristol.gov.uk about any/all EHE requests.

Admissions applications – standard transition



Objective = reducing and preventing children missing education at transition points

Please support parents/carers to make admissions applications, particularly those families that might need extra support and those families who join your setting part way through the academic year.

- Secondary application national deadline – **31st October 2024** – please check all families with current Year 6 pupils have applied
- Reception application national deadline – **15th January 2025**
- Sufficiency challenges and availability of school places exist especially for secondary provision
- Better late than never - late applications are permissible, but are processed after on-time applications and may impact the likelihood of getting a parental preference offer



Bristol Healthy Schools

[The Bristol Healthy Schools programme](#) is a free programme available to all schools in Bristol offering support in establishing a whole-school approach to promoting and teaching health and wellbeing. [The Bristol Healthy Schools](#) team supports schools to establish a whole-school approach to promoting and teaching health and wellbeing. Creating a healthy school environment can directly support your commitments to improving attendance and fostering a sense of belonging in your school community. The Healthy Schools team is freely available to support schools with evidence-based and up to date information, resources, and guidance, related to health topics such as mental health and wellbeing, physical activity, food/nutrition, understanding substances, healthy relationships etc .We ensure that our guidance aligns with [Ofsted](#) and [RSHE curriculum](#).

Our offer includes:

- One to one guidance and support for schools around their health and wellbeing objectives
- Free awards scheme (the awards can act as “guidance documents” to help schools take the necessary steps to putting in place a whole-school approach to health and wellbeing.)
- Access to Public Health Specialists for topic-specific advice and guidance
- Healthy Schools/PSHE Network meetings
- Monthly newsletter
- Access to website with resources, activities and guidance (<https://www.bristol.gov.uk/bristol-healthy-schools>)
- Bespoke School Community Health Profiles (community-level data)
- Pupil Voice survey (pupil-level data) (schools receive their own report, but here is a link to the [City-wide 2022 report](#)).

If schools are interested, they can visit our [website](#) or get in touch with the Healthy Schools team to find out more be added to our list for the newsletter healthy.schools@bristol.gov.uk.



Illness and absence Information

Should I keep my child off school?



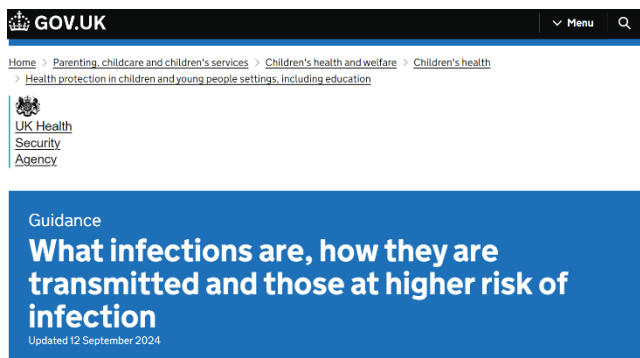
The UK Health Security Agency and NHS England have produced a poster to assist parents/carers with navigating the decision about how ill is too ill for school. The poster can be shared with your school community and is available via this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1070910/UKHSA-should-i-keep-my-child-off-school-guidance-A3-poster.pdf



It is important to remind parents and carers about when it is appropriate for their child to attend school or not due to illness. The NHS have provided clear guidance available via their website at

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)



Health protection in schools guidance has been updated in relation to both transmission and exclusions. This is a practical guide for staff on managing cases of infectious diseases in children and young people settings, including education.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Information Directory for Schools Supporting Children with Medical Conditions



To help schools find expert and up to date information to support children with medical conditions, Sirona care & health's School Nursing service has identified resources for education settings.

These resources include the latest information, resources and training on epilepsy, anaphylaxis, allergies, and asthma. The websites have been reviewed by subject experts and approved by our Local Authority Commissioners.

Please see the information available on our website <https://sirona-cic.org.uk/children-services/services/school-nursing-service/> along with more details about our School Nursing service.

Children's vaccinations



Childhood infections like measles and whooping cough are rising, with outbreaks across the country. Such infections can have a huge impact on your child's life. They can miss out on learning time because they are unwell, be hospitalised, and even experience life-long complications and disability. If your child isn't vaccinated, they're not protected.

It is important for you to take up the offer of the NHS' free childhood immunisation programme as soon as you are offered it to ensure your child has the best protection.

However, if you or your child have missed a vaccine, it is never too late to check if you can catch up. You can check your child's Red Book to see if they have missed any vaccines or check with their GP if you are unsure. The school aged immunisation service (SAIS) is available for all children of school age, irrespective of their education setting. Your child's GP surgery or the Local Authority Public Health teams will be able to provide contact details of your local SAIS.



Free ESOL Conversation Clubs in Bristol

To support our families who speak English as an additional language, there are opportunities over the summer for adults to join free ESOL Conversation Clubs in Bristol.

For more details, please visit [joinesol](https://www.joinesol.com) – [Community Learning Bristol \(communitylearningwest.net\)](https://www.communitylearningwest.net)

Supporting Refugees and Asylum-Seeking Pupils in Schools (SRASPS) – Professionals Toolkit



As a City of Sanctuary Bristol is proud to welcome refugee and asylum-seeking families into our city. To help support the needs of new arrivals we have developed

a Professionals Toolkit to provide information and resources for those working with these pupils and their families. To request access the Toolkit please email the Attendance and Belonging Team at attendanceandbelongingteam@bristol.gov.uk

Local Crisis and Prevention Fund - Bristol

The Local Crisis and Prevention Fund can provide financial support to families facing an immediate financial crisis by

- giving an emergency payment for essentials like food and clothing
- supplying household goods if they cannot afford basic furniture or white goods, like a fridge or a cooker



For further details please visit

[Emergency payments - local crisis and prevention fund - bristol.gov.uk](https://www.bristol.gov.uk/emergency-payments-local-crisis-and-prevention-fund)

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 free weekly online drop-in session every Tuesday 11am-12 noon during term time.
- We encourage colleagues to join the meeting if they have specific questions relating to attendance or would like to share best practice.

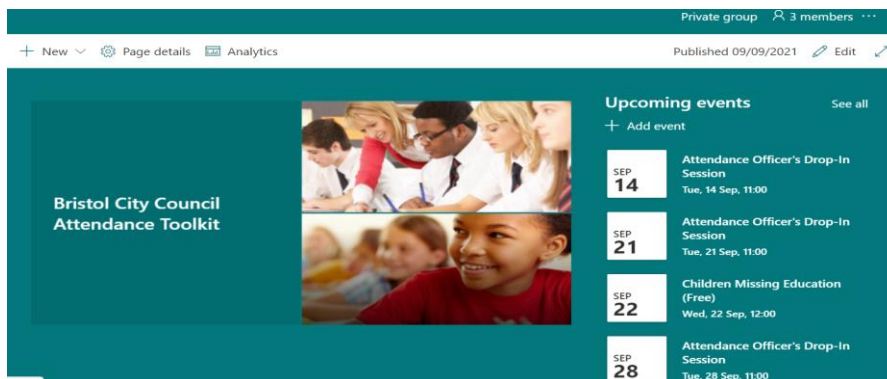
Join the Zoom meeting at:

<https://zoom.us/j/95659748840?pwd=WkRCZy93b0FZRGkxeU5oRlRRMHhsZz09>

Meeting ID: 956 5974 8840

Passcode: 354077

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

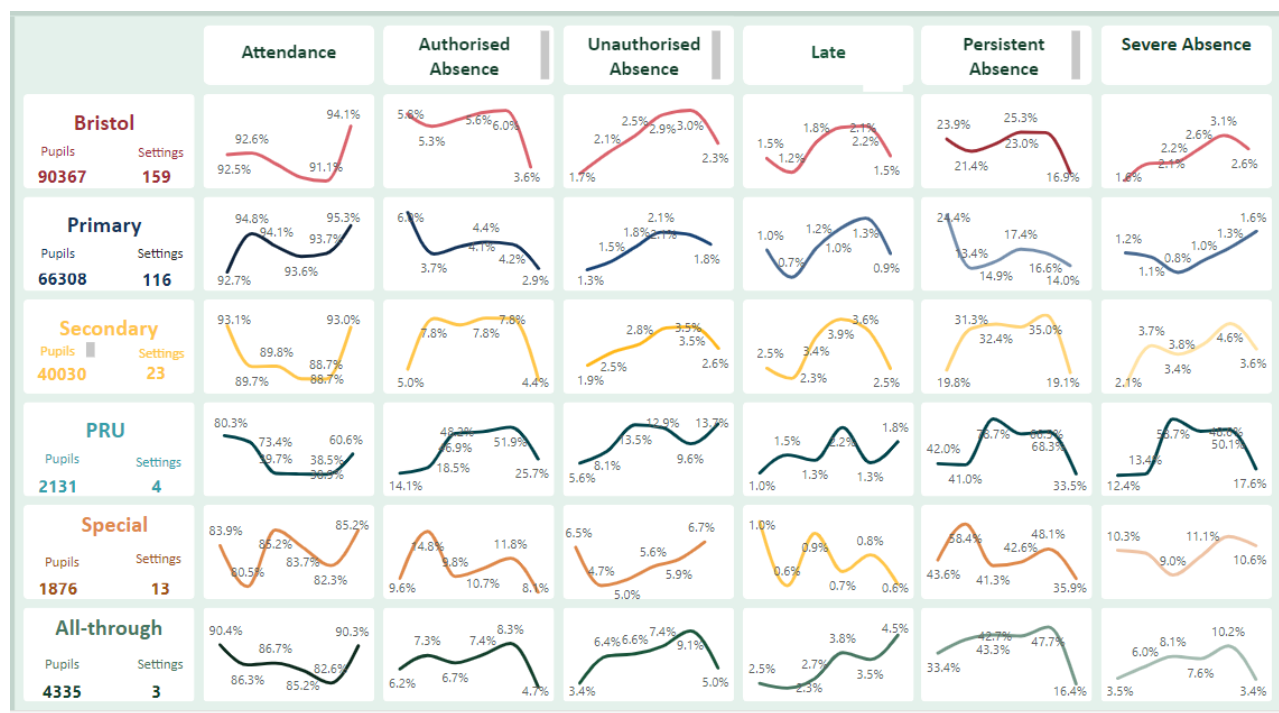
Access to the site is via the supply of a named email for an individual as opposed to a departmental or general email so you can be registered for access. If you are on the Attendance or Bristol Inclusion Panel mailing lists, you should be set up already. For other colleagues please email the attendanceandbelongingteam@bristol.gov.uk 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.

Section 5: Data

Local Attendance Data

Please note that this data comes directly into the local authority from school MIS and includes schools who share their attendance data with the local authority.

Term 1 24/25 (upto 30th Sept 2024) set against previous academic years



Other sources of attendance data for schools include:

1. Your schools own Management of Information system attendance data reports
2. The DfE View your school's own attendance data (which includes national and regional comparators)
<https://www.gov.uk/government/publications/monitor-your-school-attendance-user-guide>
3. The DfE fortnightly attendance data release (which you can use to create your own tables and includes national and regional comparators)
<https://www.gov.uk/government/statistics/pupil-attendance-in-schools>

Contact

If you require for further information in relation to this Attendance Update, please contact Vanessa Davies (EWS Lead) on vanessa.davies@bristol.gov.uk.

Alternatively, for general attendance related questions, please contact the EWS Helpline on 0117 3521438 or email education.welfare@bristol.gov.uk and a Duty Education Welfare Officer will be available to assist you.