



# Termly Attendance Update – Term 4 23/24 w/c 18<sup>th</sup> March 2024



Welcome to term 4's edition of the Attendance Update.

Term 5's edition is due for release in May 2024.

### **Section 1: News**

School attendance update from the Government – From Sept 2024, new regulations for schools in next stage of attendance drive



Ministers have made a number of important announcements on attendance. The forthcoming changes include:

- Every state school in England will now share their daily attendance registers across the education sector.
- **Expansion** of the attendance hubs programme.
- Parent fines for unauthorised absences will also be 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 will go 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 will be 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 come into force on 19th August 2024.

You can find out further information in this link: <u>New regulations for schools in next stage of attendance drive - GOV.UK (www.gov.uk)</u>

In due course, we will be providing further information and training sessions on all of the key changes.

### Measles - What to do if you think a child has measles and absence coding



Cases of measles are rising across England, including among children. It's an infection that spreads very easily and for some people can cause serious problems. There's no specific medical treatment for measles, so it's important to get vaccinated as it's the best protection against becoming seriously unwell.

Read the new post: <a href="https://educationhub.blog.gov.uk/2024/01/22/what-to-do-if-you-think-your-child-has-measles-and-when-to-keep-them-off-school/">https://educationhub.blog.gov.uk/2024/01/22/what-to-do-if-you-think-your-child-has-measles-and-when-to-keep-them-off-school/</a>

#### How should schools code measles absence?

- For confirmed cases, schools should continue to use usual register codes for absence due to illness.
- If a child needs to isolate following public health advice, at the moment the
  most appropriate code is likely to be an absence authorised by the school
  (code C).



### **UPDATE - Targeting Support Meetings (TSMs) for attendance**

- This academic year, the wider delivery of the attendance targeting support meetings has commenced.
- So far, officers from the Education Welfare Service have offered TSMs to mainstream secondary schools, special schools and independent schools.
- During terms 5 and 6, Education Welfare Officers will be offering primary schools their TSM.
- Further information about TSMs can be found in the guidance Working together to improve school attendance GOV.UK (www.gov.uk)
- The backstop position for all schools is EWS Attendance Helpline (0117 3521438 or <u>education.welfare@bristol.gov.uk</u>) and weekly attendance drop-in (please refer to the meeting link further on in this publication).

### **Bristol Pupil Voice Survey**



Deadline extended!

There is still time to sign up to the Bristol Pupil Voice Survey for

<u> March 2024.</u>

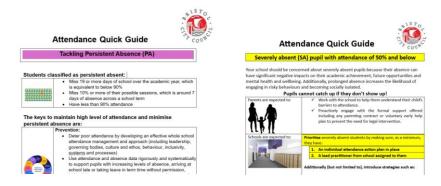
Find more information and sign up using this online form: The Bristol

Pupil Voice Survey 2023/2024 (smartsurvey.co.uk)
Or email healthy.schools@bristol.gov.uk

Continued support is available through the <u>Bristol Healthy Schools programme.</u>
Register <u>here</u> or e-mail: <u>healthy.schools@bristol.gov.uk</u> to become a Bristol Healthy School.

### Attendance Toolkit – new content added!

NEW - Attendance Quick Guides for Severe Absence and Persistent Absence



Our Attendance Toolkit is a self-serve repository for attendance documents, tools, templates and resources. Our Attendance Quick Guide series is on the toolkit and really popular, they are quick easy reads across a range of different attendance topics. We are always looking for opportunities to expand our resources. We now have 2 newly added Quick Guides – 1 for tackling **Persistent Absence (PA)** and 1 for **Severe Absence (SA)**. Look out for them in the Quick Guide section of the Attendance Toolkit.

### **Section 2: Key Dates & Training**

### **Education Welfare Service CPD Courses for Schools Academic Year 2023-24**

### School Attendance Network Meetings - Free

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

#### November 2023

Wednesday 8<sup>th</sup> 1-3pm Thursday 9<sup>th</sup> 10-12 noon

#### January/February 2024

Wednesday 31st 1-3pm Thursday 1st 10-12noon

#### April 2024

Wednesday 24<sup>th</sup> 1-3pm Thursday 25<sup>th</sup> 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? Education Welfare Service (EWS)

Wed 20 Sep 2023 12:00 – 14:30 Wed 29 Nov 2023 12:00 – 14:30 Wed 7 Feb 2023 12:00 – 14:30 Wed 12 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 4 Oct 2023 12:00 - 14:30 Wed 6 March 2024 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? Education Welfare Service (EWS)

Wed 27 Sept 2023 10:00 - 12:00 Wed 17 Jan 2024 10:00 - 12:00 Wed 22 May 2024 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

### <u>Parental Responsibility Measures - Irregular Attendance Prosecutions – Chargeable</u> £75

An invaluable course designed for schools who prepare their own witness statements for school attendance prosecutions.

Education Welfare Service (EWS)

Wed 22 Nov 2023 12:00 - 14:30 Tues 8 May 2024 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

### <u>Improving School Attendance – Support for Senior Leaders in Schools and Settings</u> – 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 15 Nov 2023 10:00 - 12:30

Wed 13 March 2024 13:00 - 15:30

Wed 19 June 2024 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

### <u>Attendance Officers Introduction to Attendance Course – Chargeable £50 for both</u> 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' 2022.

September 2023 - Fri 15<sup>th</sup> and Fri 22<sup>nd</sup> 10-12 noon

January 2024 - Fri 12th and Fri 19th 10-12 noon

April 2024 – Fri 19<sup>th</sup> and Fri 26<sup>th</sup> 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

### Schools of Sanctuary - National Day of Welcome on the 14th June

Schools and colleges might like to consider taking part on the **national Day of Welcome on Friday 14**<sup>th</sup> **June**, just prior to Refugee Week- see: <u>A Day of Welcome</u>

- Schools of Sanctuary (cityofsanctuary.org) Registered Schools will be able to access a bank of curated activities, teaching resources and training activities. They can also choose to take part in a range of live webcasts with authors and others from refugee backgrounds. Sign up now to hear updates and gain access to the 2024 Toolkit, Teachers' Guide & Webcast registrations which will be launched on the 23rd April 2024. Register for A Day of Welcome 2024 (office.com)

### **Healing classrooms**



Last year, IRC offered a series of 3 bespoke Healing Classroom training sessions to Bristol school colleagues who wished to sign up. The feedback from the schools was really positive.

IRC are now offering an extended version of the Healing Classrooms training (5 sessions) for Bristol

schools during April and May.

The focus of the Healing Classrooms Programme is on welcoming and supporting newly arrived migrant pupils who will have experienced some level of trauma in their lives. However, the training is also helpful for schools supporting any child who has experienced trauma.

There's no cost and anyone signing up receives a training handbook.

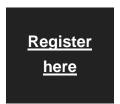


The training consists of **5 online sessions** led by an IRC education specialist who has experience of the English education system as well as having worked with refugees both in this country and abroad. The sessions will provide you with an opportunity to learn about the Healing Classrooms model and to share

expertise with other educators.

Each session will last around 1h30min and will take place on **Wednesday 17, 24 April and 1, 8, and 15 May at 4pm** on **Zoom**. Once you have registered, we will send you a Healing Classrooms CPD handbook in the post. You will need this during the sessions.

Please contact <u>healingclassroom.UK@rescue.org</u> if you would like any further information.



### **Section 3: Regular Features and Reminders**

#### **South-West Attendance Network**



The newly formed South-West Attendance Network has been meeting virtually at regular intervals this academic year. 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.

The next meeting will take place on **Tuesday 11 June 3:30-5pm**.

If any of your colleagues would like to join this network, please pass on this link: Registration Form.

### City Wide Secondary Transition Day – Wednesday 3<sup>rd</sup> July 2024

Wednesday 3rd July 2024 has been agreed for the city-wide transition date. This has been communicated to all Primary headteachers. Schools can continue to run their own transition programme either side of this date.

A provisional date for City wide transition 2025 is Wednesday 2nd July 2025.

### Illness and absence



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)

## 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 <u>website</u>, along with more details about our School Nursing service.

### Flu Vaccination 2023-24



This winter all school aged children in England (from Reception class to Year 11) will be offered a flu vaccination by the NHS school aged immunisation service. Most children are offered a nasal spray flu vaccine. We are grateful for the support of schools in hosting vaccination sessions. Delivering the programme through schools makes it more accessible to pupils which results in higher uptake levels. The school aged immunisation service will be in touch with schools to agree a date for the vaccination session and the best approach for implementing the programme in schools.

For more information please visit Flu vaccination in schools - GOV.UK (www.gov.uk)

### 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.

### EWS traded attendance support options – new pricing applies from April 2024 onwards



The EWS have a variety of attendance support options that you can buy - other independent attendance providers are also available

- 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 or contact us via email at <a href="mailto:education.welfare@bristol.gov.uk">education.welfare@bristol.gov.uk</a>

### **Working Together to Improve School Attendance**

New documents have been added! All the latest revisions to guidance ahead of the forthcoming changes for academic year 2024/25.

Working together to improve school attendance - GOV.UK (www.gov.uk)

## DfE daily attendance data collection - WONDE data - to become a mandatory requirement from September 2024



WONDE is the DfE's software provider partner. The DfE is collecting automatic daily attendance data from schools that agree to share their data. At least 127 Bristol schools have already signed up. We encourage all schools to do so, those that are already on board are reporting positive feedback. The more

school that sign up, the more accurate and useful the data is.

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 <u>working together to improve</u> school attendance
- 3. will not add to your school's workload

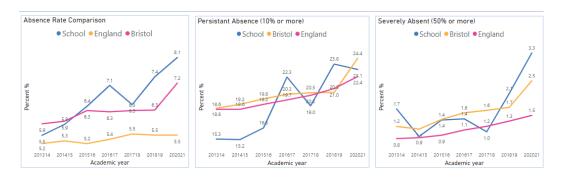
For further information see this link: <a href="https://www.gov.uk/guidance/share-your-daily-school-attendance-data">https://www.gov.uk/guidance/share-your-daily-school-attendance-data</a>



### **School Attendance Data Packs**

Most schools are now routinely accessing the School Data Packs provided free by the Local Authority. The data that is available is based on publicly released data from the Department for Education. School level data for

2022-23 is available in section 2. School level live data for 2023-24 should be available in due course.



If you are yet to access your data pack, please nominate a member of staff to be the lead.

#### School Attendance Data Pack - Nominated staff member

If you have any queries, please contact the Attendance and Belonging Team at <a href="mailto:attendanceandbelongingteam@bristol.gov.uk">attendanceandbelongingteam@bristol.gov.uk</a>



### 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 -

Community Learning Bristol (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 <a href="mailto:attendanceandbelongingteam@bristol.gov.uk">attendanceandbelongingteam@bristol.gov.uk</a>

# The Education Hub – Parent fines for Missing School: What you need to know

The Education Hub has provided updated guidance for parents to support the understanding of forthcoming changes in relation to Penalty Notices and the



implementation of a new national framework. The changes include:

 All schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

- From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.
- Fines per parent will be capped to two fines within any three-year period.
   Once this limit has been reached, other action like a parenting order or prosecution will be considered.

For further information please visit: <u>Fines for parents for taking children out of school</u>: What you need to know - The Education Hub (blog.gov.uk)

### **Education Penalty Notices**

In line with data protection duties and GDPR responsibilities, schools are politely reminded, when submitting requests to us at <a href="mailto:educationpenaltynotices@bristol.gov.uk">educationpenaltynotices@bristol.gov.uk</a> they must always be **sent securely** and **1 email per family**. We recommend that you get requests to us within 2 school weeks of the pupil's last unauthorised absence being captured in the offence period.

## **Bulk Admissions (Year 7 and Reception applications for September 2024) – National Application Deadlines**



Secondary application deadline was 31<sup>st</sup> October 2023. Late applications can still be made but are dealt with after on-time applications. For further information please visit Apply for a new year 7 secondary school place (bristol.gov.uk)

- Reception application deadline was 15<sup>th</sup> January 2024.
   Late applications can still be made but are dealt with after on-time applications. For further information please visit <u>Apply for a new reception primary place (bristol.gov.uk)</u>
- If the pupil has an Education, Health and Care Plan do not apply to School
  Admissions, see Apply for a key stage transfer school place for a child with an
  Education, Health and Care (EHC) plan on the Local Offer site or email the
  Special Educational Needs Team at sen@bristol.gov.uk for how to apply.

### **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, but if they raise it, 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.

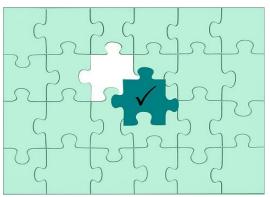
Please ensure any parents considering EHE are made aware of the LA EHE guidance Home education - bristol.gov.uk

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 <a href="mailto:ehe@bristol.gov.uk">ehe@bristol.gov.uk</a> about any/all EHE requests.

## Admissions messaging supporting early identification of Children Missing Education Action Required



To ensure all children and young people receive a place at a school or education provision in a timely way, in circumstances where schools and settings are unable to offer a place, we request that the following information is included in any written correspondence to parents and carers:

We are sorry that we have been unable to offer your child a place at our school.

To help support your child access education provision please email childrenmissingeducation @bristol.gov.uk if you live in Bristol and:

 your child is not currently on roll at a Bristol school or receiving elective home education

- you applied directly to a school and were told there are no places in the appropriate year group
- you applied directly to a school more than 10 school days ago and have not had a response

If you manage your own in-year admissions arrangements, and you are unable to offer a place please also complete the Child Missing Education form to notify the local authority of this situation, further details including the notification form are found in the link below:

### Children missing education (CME) (bristol.gov.uk)

We also want to remind schools and settings that even if you are over-subscribed, parents and carers **must not be refused the opportunity to make an application** or be told that they can only be placed on a waiting list rather than make a formal application. They should still be encouraged to apply for a place for their child please see School admissions code 2021 (publishing.service.gov.uk)

### Children Missing Education (CME) webinar for schools



Last summer term, the Department for Education hosted a CME webinar for schools. It is now available on YouTube:

<u>Children Missing Education – Webinar for Schools - YouTube</u>

### **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

#### **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

### 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=WkRCZy93b0FZRGkxeU5oRIRRMHhsZz09

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 <u>Attendance Toolkit - Home (sharepoint.com)</u> 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 <a href="mailto:attendanceandbelongingteam@bristol.gov.uk">attendanceandbelongingteam@bristol.gov.uk</a> 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 4: Data**

### **Local Attendance Data**

#### Term 1 23/24

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		91.37	89.06	85.71	84.34	84.89	85.86	84.53	All-through	86.32	All-through	85.49
Specialist	12.67	67.02	74.86	73.55	72.46	71.55	72.33	78.56	Specialist	72.97	Specialist	75.06
Primary	91.66	95.14	95.93	95.14	94.48	94.91	94.96	93.84	Primary	94.92	Primary	94.75
Secondary		93.93	93.28	91.68	90.16	90.67	91.67	90.61	Secondary	91.65	Secondary	91.40
All	74.71	94.09	94.08	92.89	91.85	92.26	92.74	91.89	All	92.79	All	92.63

Note Week 1 = w/c 28/8/23 to capture the start of the academic year.

### Term 2 23/24 (up to 01/12/23 inclusive)

Phase	Week 10	Week 11	Week 12	Week 13	Week 14	Phase	Term to Date	Phase	Year to Date
All-through	86.38	85.13	84.28	83.35	82.93	All-through	84.31	All-through	85.49
Specialist	79.48	79.06	79.14	76.63	76.24	Specialist	78.17	Specialist	75.06
Primary	94.85	94.85	94.53	94.32	94.00	Primary	94.51	Primary	94.75
Secondary	91.30	91.32	91.15	90.82	90.72	Secondary	91.07	Secondary	91.40
All	92.82	92.71	92.44	92.16	91.92	All	92.41	All	92.63

### Term 3 23/24 (up to 02/02/24 inclusive)

Phase	Week 19	Week 20	Week 21	Week 22	Week 23	Phase	Term to Date	Phase	Year to Date
All-through	85.06	85.55	82.26	80.14	80.30	All-through	82.42	All-through	84.54
Specialist	77.07	79.57	78.26	77.69	78.47	Specialist	78.32	Specialist	72.66
Primary	92.83	94.47	93.33	92.83	93.31	Primary	93.40	Primary	94.20
Secondary	90.39	90.30	89.47	89.22	89.44	Secondary	89.73	Secondary	90.68
All	91.23	92.19	91.07	90.59	91.00	All	91.22	All	91.93

### Term 4 23/24 (up to 15/03/24 inclusive)

Phase	Week 26	Week 27	Week 28	Week 29	Phase	Term to Date	Phase	Year to Date
All-through	83.96	84.24	84.32	81.94	All-through	83.81	All-through	84.40
Specialist	79.67	79.30	78.26	76.10	Specialist	78.62	Specialist	73.75
Primary	93.87	93.95	94.12	92.92	Primary	93.81	Primary	94.07
Secondary	90.12	89.98	89.44	89.62	Secondary	89.83	Secondary	90.47
						'		
All	91.70	91.68	91.58	90.99	All	91.56	All	91.81

### **Contact**

If you require for further information in relation to this Attendance Update, please contact Vanessa Davies (EWS Lead) on <a href="mailto:vanessa.davies@bristol.gov.uk">vanessa.davies@bristol.gov.uk</a>