



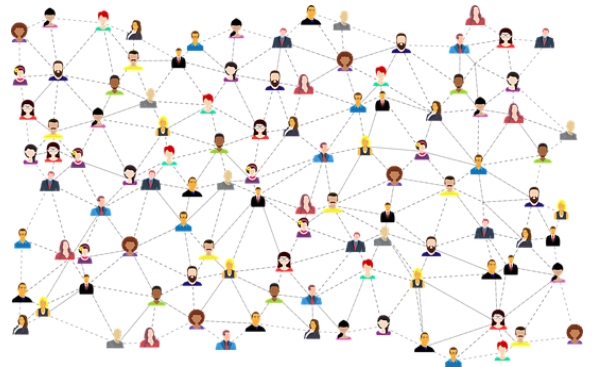
# Attendance Weekly Update

## w/c 6th February 2023

### Introduction

Once again, we have had another busy week in relation to attendance activity:

- Attendance locality meetings have been taking place across the city. These meetings are dependent on schools and settings accessing this offer to share practice, understand the challenges at a local level and develop a support network. Dates for the Term 4 meetings are detailed later in this update.
- Attendance Targeting Support Meetings have commenced on a trial basis in line with government guidance Working Together to Improve School Attendance 2022. The first phase of meetings will focus on secondary and specialist settings. Further information will be shared directly with school and settings to confirm meeting arrangements and to identify your Single Point of Contact (SPOC).
- Many schools and settings were impacted by the industrial action that took place on the 1<sup>st</sup> Feb. If you have any questions regarding coding, please either attend the Weekly Attendance Drop-in (details can be found later in this update) or contact the EWS Duty line on 0117 352 1438



### First Anniversary of Russian Invasion of Ukraine

February 24<sup>th</sup> marks the first anniversary of the Russian invasion of Ukraine. This will be an important date for many of our pupils and their families who are now living in Bristol.

Two events taking place in the city to mark the anniversary are detailed below

- Friday 24<sup>th</sup> February 4pm-6pm

Families are invited to the Conference Room at City Hall. This will be an opportunity for quiet reflection and will allow families across Bristol to come together, and possibly sing traditional songs, etc. There will be a focus on peace, and families can lay flowers and write and post messages of memories/thoughts/hopes etc.

- Saturday 25<sup>th</sup> February (all day – times to be confirmed)

There will be a Ukrainian Community event taking place on the bottom floor of The Galleries. There will be stalls and events celebrating Ukrainian culture. Schools may like to share work, pictures, stories etc from their new Ukrainian pupils as part of this event. If you would like more information, please contact the Attendance and Belonging Team at [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)



### **Think Family Education App**

The Think Family Education (TFE) app has been developed by Bristol City Council and provides colleagues in

schools with routinely updated pupil information relating to a pupil's wellbeing, safeguarding and vulnerability for all young people attending your school, including their status in the child protection / safeguarding system, details of lead professionals involvements, services they are open with, police information on domestic incidents, those reported missing, and any entering the criminal justice system. It facilitates multi-agency working by displaying a joined up single view of a pupil. It also provides advanced information on young people transitioning to the school once they have accepted their place the summer before arriving.

It was created with consultation of school staff in particular Bridge Learning Campus and more latterly the schools in their Trust (Orchard, Filton, Parsons Street), who helped identify key problems with current data sharing practices within educational settings and the data requirements that would be most impactful in supporting their pupils. The feedback we have received has been very positive.

This work has been carried because we successfully bid for Government funding to significantly improve information sharing between the Bristol City Council / police and educational settings. I am pleased that we are now in a position having developed and tested the app for it to go live across all schools in the City. We believe this is a notable and exciting opportunity, entirely focused in helping you to understand the lives of your pupils better and support you in meeting their needs. It is free !

To take the opportunity forward in your school there are some basic steps which we need you to engage in. If your school has not already signed up (please check with your head teacher and or Designated Safeguarding Lead DSL) can you:

Sign and return the 'Service User Charter' on behalf of the School it also confirms your adherence to the information sharing agreement (available on the Attendance Toolkit under 'Think Family Education App) to [TFD-External@bristol.gov.uk](mailto:TFD-External@bristol.gov.uk)

Once you have completed this you will be sent another email asking you to enter the name and email details of the staff who you would wish to have access to the Think Family Education App. They will in turn receive an emails asking them to complete a ten minute online training course explaining how the app works and some basic explanatory information which when completed will authorise their access. Please feel free to include yourselves on that list.

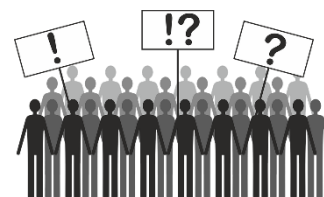
## Industrial Action coding - reminder

### Recording pupils' attendance

If a school has to restrict attendance by telling some pupils not to attend school on a

strike day, the **Y code** should be used for pupils who told not to attend. Pupils who are required to attend should be marked in the normal way. If a pupil is required to attend

school on a strike day but does not, then they must be recorded as absent. The Y code does not count towards the pupil or school's absence record.



## Supporting the Mental Health Needs of Refugees and Asylum Seekers

The training will be delivered by clinical psychologists working for 'Hope: Asylum Seeker & Refugee Traumatic Stress Service'. If any of you would like to join, you'd be more than welcome.



The sessions are on a Wednesday lunch time – 12-1pm, and are on Microsoft Teams, links are below.

**Please note, each link is different so please use the correct one for the trainings you want to join.**

Here is a summary of each session with the dates....

**Wednesday 8th February** from 12:00-13:00

- During this session you will explore more about Post-Traumatic Stress Disorder, how it affects our brain and our bodies, and treatment options available. Towards the end, you will practice a couple of experiential exercises that you can use yourselves and with asylum seekers and refugees.

Link to join:

[Click here to join the meeting](#)

Meeting ID: 349 502 585 978

Passcode: cfRkSb

**Wednesday 22nd February** from 12:00-13:00

Self-care, boundaries and vicarious trauma

- During this session, the focus is on how you can look after yourselves whilst supporting others; touching on how and why to keep boundaries and how we might be affected by the stories that we are hearing.

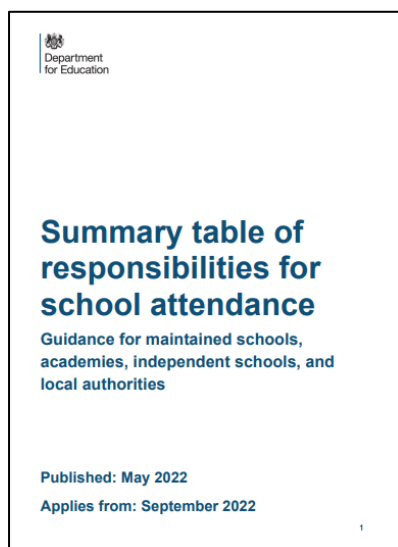
Link to join:

[Click here to join the meeting](#)

Meeting ID: 313 191 963 17

Passcode: QqTvDS

## Summary Table of Responsibilities for School Attendance



This document summarises the attendance responsibilities for parents, schools, academy trusts, governing bodies, and local authorities which are outlined in the 'Working Together to Improve School Attendance Guidance' 2022. This is guidance from the Department for Education (DfE). This guidance is non-statutory, and has been produced to help schools, trusts, governing bodies, and local authorities maintain high levels of school attendance. This guidance summary is really helpful to assist colleagues in schools and settings with planning and sharing the importance of attendance related matters with staff and governing bodies.

The guidance should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting pupils at school with medical conditions, suspensions and exclusions, alternative provision, and safeguarding.

For more information please visit:

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

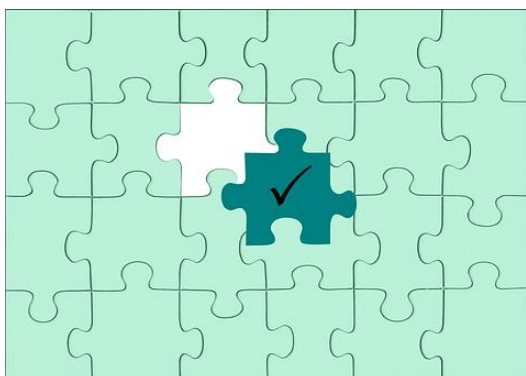
## Use of Code X picked up through the School Census



There appears to be some confusion around the use of this code. **It should be used for pupils of non-compulsory school age only who are not required to attend school. If a pupil has been held back in reception but are of compulsory school age then code X should not be used for any sessions not attended.** Please use an alternative appropriate absence code for sessions where it has been agreed that the pupil is not required to attend.

**This code should also no longer be used for covid related absences.** Where a pupil is absent due to covid then code I should be used.

## 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](mailto:childrenmissingeducation@bristol.gov.uk) if you live in Bristol and:*

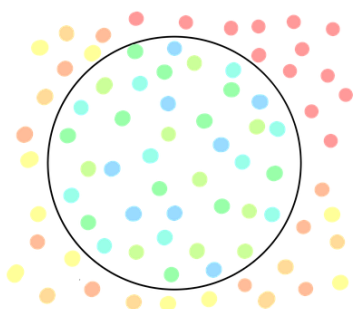
- your child is not currently on roll at a Bristol school or receiving elective home education*
- you applied directly to a school and were told there are no places in the appropriate year group*
- you applied directly to a school more than 10 school days ago and have not had a response*

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 \(CME\) \(bristol.gov.uk\)](https://www.bristol.gov.uk/children-missing-education)

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 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/school-admissions-code-2021.pdf)

## Exclusions Task and Finish Group



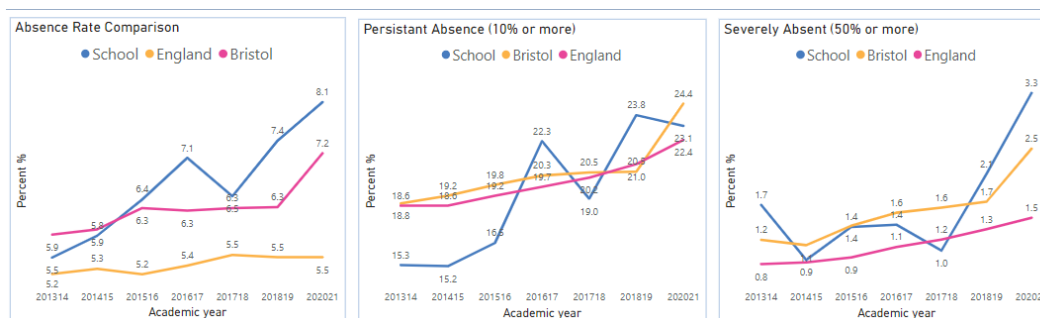
Following a short break, the Exclusions Task and Finish Group is recommencing later on this month. This group is made up of key stakeholders who are interested in understanding the factors that underpin exclusions and suspensions and to explore how we can reduce the number of incidents experienced by pupils across the city.

Dates of the upcoming meetings:

- Wednesday 22<sup>nd</sup> February 23: 1pm – 3pm
- Tuesday 21<sup>st</sup> March 23: 1pm – 3pm
- Wednesday 19<sup>th</sup> April 23: 1pm – 3pm
- Thursday 25<sup>th</sup> May 23: 1pm – 3pm
- Wednesday 21<sup>st</sup> June 23: 1pm – 3pm
- Wednesday 19<sup>th</sup> July 23: 1pm – 3pm

If you are interested in joining this group, please contact the Attendance and Belonging Task Group for further information at [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)

## School Data Packs Update – **Data Packs are now live**



In the past the Bristol City Council created individual data packs relating to attendance and suspensions. We are now in the process of creating much more comprehensive data packs for all primary, secondary and special schools. It will be published in two tranches, the first being an analysis of data published by the DfE, the second an analysis of your own school's data.

Rather than us sending each school a PDF document, as we did previously, we will be giving each school access to their own bespoke data packs via the internet. Each user will access their school's data securely, and without the need for any software. Although we are producing the packs using Power BI you will not need to have it installed.

In preparation for setting up the links to the data packs when they are available, we are asking each school to nominate one person in your setting to be the main user. This person will then be able to nominate others in the school if they also want access to your school's report.

Please can you follow the link below to provide the details of the nominated member of staff

[School Attendance Data Pack - Nominated staff member](#)

## 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](#)



## Department for Education – Share your Attendance Data Daily

As many of you are already aware the Department for Education are trialling getting automatic daily attendance data from schools. Latest figures in Bristol indicate 112 schools have signed up already.



Getting daily attendance data will:

- give schools, local authorities and multi-academy trusts (MATs) access to more up-to-date pupil-level attendance data
- help you meet the new expectations set out in [working together to improve school attendance](#)
- not add to your school's workload

Schools should use the reports to help improve attendance by identifying trends and those pupils who need support, and sharing attendance data with their board, governing body and local authority.

The data will be collected by a company called [Wonde](#).

### **If your school already uses Wonde's secure portal**

Wonde will ask you via its portal to agree to share your attendance data. Once you agree, it will connect with your MIS to extract and securely transfer the data to us automatically each day. You can opt out of this data-sharing at any time.

### **If your school does not currently use Wonde's secure portal**

You'll be contacted by Wonde's team to help you install the secure portal. If you've not been contacted by them, first check your junk folder, then email [support@wonde.com](mailto:support@wonde.com). There will be no costs involved and it will enable you to share your attendance data with us.

**Please note the data trial does not replace any data collection currently in place with the local authority. In addition, the data pack due to be released shortly by the local authority will supplement the information provided through this data trial, not replace it.**

## School Attendance Network (SAN) Meetings

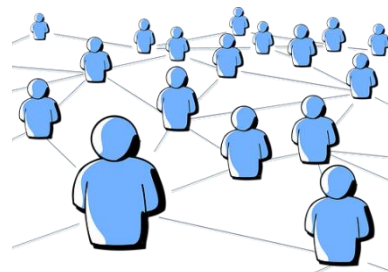
Dates for the upcoming SANS meetings later in the academic year are detailed below:

### April/May 2023

Thursday 27<sup>th</sup> 1-3pm (April)

Wednesday 3<sup>rd</sup> 12-2pm (May)

Thursday 4<sup>th</sup> 10-12 (May)



The link is the same for all three April/May meetings is the same

<https://zoom.us/j/97313137055?pwd=a2NxYTJscUdLRtNyTzV2Zms3TiqvZz09>

Meeting ID: 973 1313 7055

Passcode: 248519

We still request that colleagues book via [TWS](#) so we can confirm numbers attending.

## 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 courses 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 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](mailto: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](mailto: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 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](mailto: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)

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](mailto: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 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](mailto:tradingwithschools@bristol.gov.uk)

## Locality Meetings Term 3 and 4



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](mailto:attendanceandbelongingteam@bristol.gov.uk) if you are able to attend one of the locality meetings shown in the following table:

### Term 3

Meeting Type	Locality meeting date	Locality meeting time	Link
North Primary	Weds 08.02.23	11am - 12.30pm	<a href="#">Click here to join the meeting</a>
North Secondary	Thurs 09.02.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
Specialist	Weds 08.02.23	2pm - 3.30pm	<a href="#">Click here to join the meeting</a>

### Term 4

Meeting Type	Locality meeting date	Locality meeting time	Link
ALP	Weds 22.03.23	1.30pm - 3pm	<a href="#">Click here to join the meeting</a>
E&C Secondary	Tues 14.03.23	2.00pm - 3.30pm	<a href="#">Click here to join the meeting</a>
E&C Primary	Thurs 09.03.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
Independent	Fri 17.03.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
North Primary	Weds 22.03.23	11am - 12.30pm	<a href="#">Click here to join the meeting</a>
North Secondary	Thurs 23.03.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
South Primary	Weds 15.03.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
South Secondary	Friday 24.03.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
Specialist	Weds 29.03.23	2pm - 3.30pm	<a href="#">Click here to join the meeting</a>

## 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>

Meeting ID: 921 0643 6030

Passcode: 867161

## 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](https://www.bristol.gov.uk/children-missing-education)

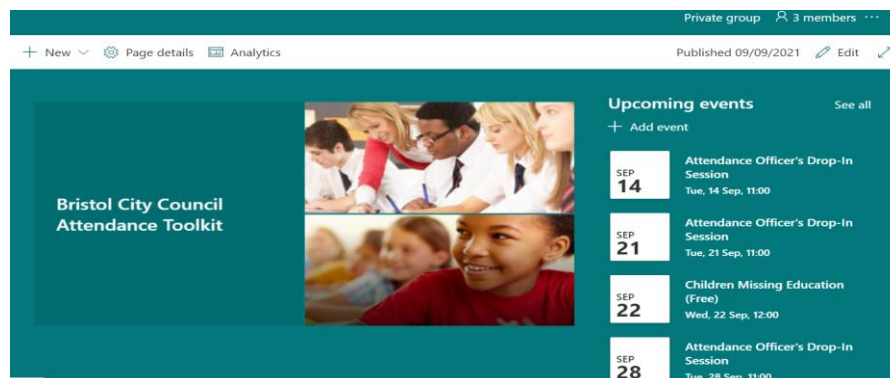
**Important please note they are a Ukrainian Refugee in the free text at the end of the form** If you have any queries about the admissions arrangements for any new Ukrainian pupils, please contact the [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)

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](https://www.bristol.gov.uk/school-admissions) 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://urldefense.com/v3/https://www.dropbox.com/s/tytnfep44kc8ar1/Refugee*20Posters*20Style3.pdf?dl=0;JSU!!KUxdu5-bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2I0BBIODVI6bMzatBRpYgZrW3mmJEKB-RIA$)

## Attendance Toolkit



Private group 3 members

+ New Page details Analytics Published 09/09/2021 Edit

Bristol City Council Attendance Toolkit

Upcoming events See all

+ Add event

SEP 14	Attendance Officer's Drop-In Session Tue, 14 Sep, 11:00
SEP 21	Attendance Officer's Drop-In Session Tue, 21 Sep, 11:00
SEP 22	Children Missing Education (Free) Wed, 22 Sep, 12:00
SEP 28	Attendance Officer's Drop-In Session Tue, 28 Sep, 11:00

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 \(sharepoint.com\)](https://www.bristol.gov.uk/attendance-toolkit) 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](mailto: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	Phase	Term to Date	Phase	Year to Date
All-through	87.94	88.23	87.41	86.61	85.38	83.58	78.82	All-through	85.36	All-through	86.78
Specialist	74.07	75.52	74.67	70.69	70.57	69.63	68.74	Specialist	71.98	Specialist	73.25
Primary	94.99	94.62	93.69	92.21	92.20	90.14	87.34	Primary	92.15	Primary	93.45
Secondary	91.87	91.34	90.08	87.73	86.84	85.85	81.51	Secondary	88.03	Secondary	89.99
All	93.02	92.69	91.63	89.85	89.44	87.81	84.60	All	89.89	All	91.42

### Term 3

Phase	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Phase	Term to Date	Phase	Year to Date
All-through	87.96	88.42	87.81	87.25	85.68		All-through	87.53	All-through	86.99
Specialist	70.96	73.78	72.83	72.28	77.52		Specialist	73.23	Specialist	72.88
Primary	93.94	95.34	95.18	94.34	93.69		Primary	94.63	Primary	93.70
Secondary	90.82	91.12	91.20	90.25	89.63		Secondary	90.72	Secondary	90.28
All	91.88	92.91	92.82	92.01	91.63		All	92.35	All	91.63

## 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](mailto:lesley.o'hagan@bristol.gov.uk).