



Termly Attendance Update Term 3 w/c 10th February 2025

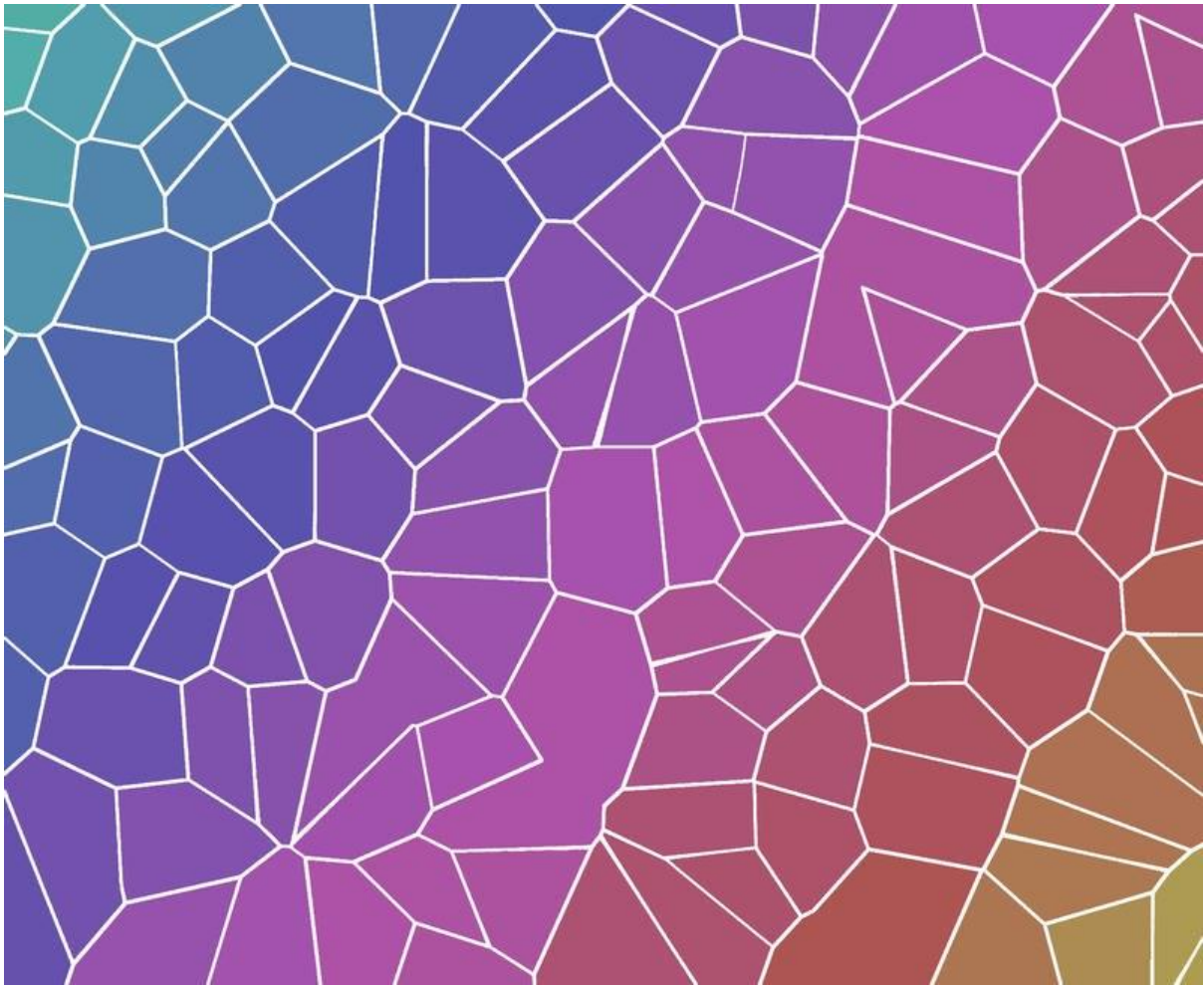
Welcome to term 3's edition of the Attendance Update.

The running order is:

- Termly Top Tips
- Attendance News
- Key Dates and Training
- Other Attendance Features and Reminders
- Local Attendance Data

Term 4's Attendance Update edition is due for release in **March 2025**.

Termly Top Tips



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 we recommend 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.

Termly Top Tip 1: Leave of absences in term time

Review attendance data regularly to analyse which families are requesting/taking holidays in term time and deliver targeted work to prevent, reduce and disrupt patterns.

Termly Top Tip 2: Absence bandings

In View Your Education Data (VYED) use the absence banding report to:

- Identify your school's cohort of pupils who attend nearly every day (95%+) and send a positive message about the percentage of pupils attending regularly and recognise their efforts.

- Identify your school's cohort of pupils who are in the 90-95% banding, these are a large and influenceable group. Deliver targeted work to impact improving attendance.
- Outline challenges with severe absence rates.

Attendance News



Encouraging secondary schools in Bristol to secure their free place at the Department for Education's school attendance conference.



Department for Education

A message from the Department for Education

Dear colleagues,

I lead the attendance division at DfE.

Secondary schools in your local authority have received an invitation to a free, in person conference on *Breaking Down Barriers to Opportunity: Transforming Attendance*, hosted by the Department for Education. These conferences will take place in each of the 9 regions in England from March.

I wanted to ask for your support encouraging school leaders or senior attendance champions in secondary schools in your local authority (LA) to sign up for their local conference, which is intended to make a real difference to school-level practice, drawing on the [latest insight, including the sector-led attendance toolkit](#) and the principles in the

[Working Together guidance](#). Schools can **find out more about the event and secure their free place using the links at the bottom of this email.**

By way of background, these conferences are the first of a series of planned events on school level practice. The first regional conferences are targeted at school leaders or senior attendance champions in secondary schools - reflecting that that is where the challenge is currently greatest – so for phase one of recruitment the conferences are only open to them. We completely recognise the importance of ensuring LA teams benefit from the same messages around attendance and will be in touch about plans LAs and/or primaries (we may be able to open up access at a later date, but are also developing a conference specifically for responsible bodies in the Summer term targeted at LAs and trusts. In the meantime, DfE's [attendance youtube channel](#) includes links to our library of LA-focused and school best practice events).

More on this soon, and thank you very much for your help.

Best wishes,

Simon Blake, Deputy Director for School Attendance

Department for Education

Regional link

[South West](#)

Bath and North East Somerset; Bournemouth, Christchurch and Poole; **Bristol**; Cornwall; Devon; Dorset; Gloucestershire; Isles Of Scilly; North Somerset; Plymouth; Somerset; South Gloucestershire; Swindon; Torbay; Wiltshire

NEW functionality added to View Your Education Data (VYED)



How – through your DfE sign-in via the VYED reports

What – View reports to help you analysis your school’s attendance. New functionality is being added all the time. Recent additions include absence bandings, attendance summary report (presently secondary only but watch this space), leavers report

Why – to increase the ability for schools to use a data driven approach for attendance operations including targeting attendance interventions and support

Support – DfE VYED webinars, DfE user guides, your schools TSM conversations

National Attendance Toolkit for Schools



Foreword

- **Post-Covid Attendance Challenge:** Attendance rates are concerning, especially for vulnerable groups.
- **Positive Trends:** In 2022/23, there were 375,000 more pupils with 95-100% attendance compared to the previous year.
- **Data-Driven Approach:** Emphasizes the importance of using data to understand and address attendance issues.

Introduction

- **Purpose:** The toolkit aims to help schools tackle absence by providing practical resources and effective practices.
- **Key Areas:** Focuses on six key areas: Data and targeted support, Culture, People, Processes and systems, Relationships, and Communications.

Key Areas of Practice

1. **Data and Targeted Support:**
 - a. Importance of gathering and analysing attendance data.
 - b. Using data to identify and support pupils with attendance issues.
2. **Culture:**
 - a. Creating a supportive school environment.
 - b. Encouraging a sense of belonging and addressing attendance barriers.
3. **People:**
 - a. Clear roles and responsibilities for staff.
 - b. Training and supporting staff to improve attendance.
4. **Processes and Systems:**
 - a. Implementing robust attendance systems.
 - b. Using consistent processes to track and respond to absence.
5. **Relationships:**
 - a. Building strong relationships with families.
 - b. Understanding and addressing family circumstances that affect attendance.

6. Communications:

- a. Clear and regular communication with parents and carers.
- b. Training staff to have supportive conversations about attendance.

Case Studies

- **Examples:** Various schools and trusts share their successful strategies and practices for improving attendance.

Annexes

- **Self-Assessment Tool:** Helps schools review their current attendance practices.
- **Data Monitoring Schedule:** Suggested tasks for monitoring attendance on a daily, weekly, half-termly, and termly basis.

In Summary this toolkit is designed to support school leaders, attendance champions, and pastoral teams in improving attendance and reducing absence.

Key dates and training



Attendance CPD for Bristol 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).

All training – virtually, via Zoom

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

September Attendance Briefings (free)

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 (free)

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

We record one of each of the sessions, recordings are available to watch on the attendance toolkit.

- **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

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**

Attendance Casework – Chargeable £75

A 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**

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**

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**

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**

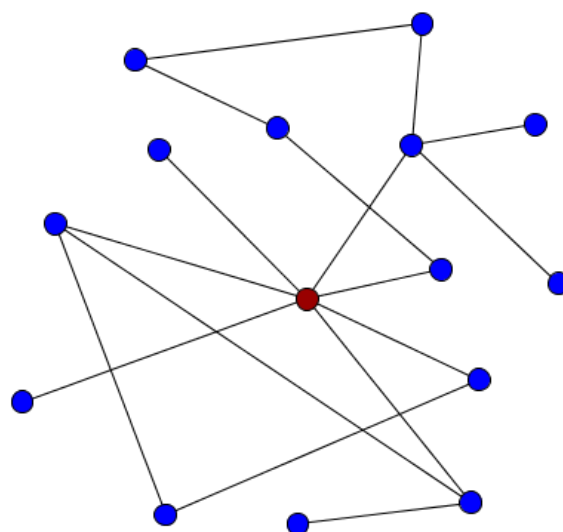
New Attendance Officers Introduction to Attendance Course – Chargeable £50 (includes for both sessions)

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

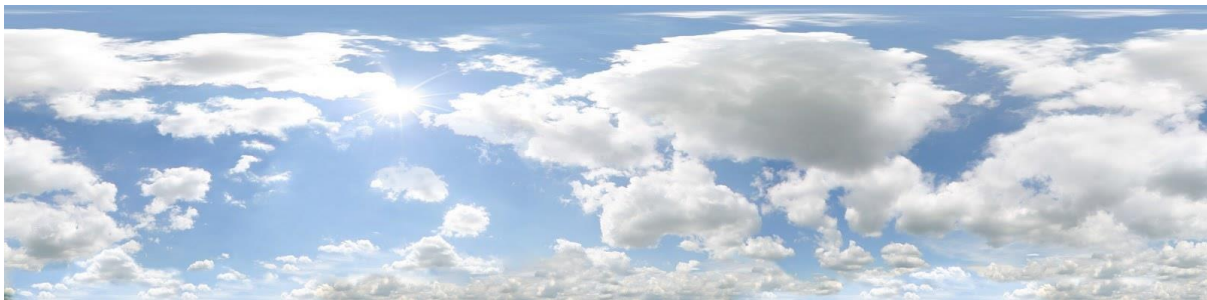
South-West Attendance Network (SWAN)



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 3rd March 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.

Other attendance features and reminders

Attendance support provided by the local authority



Bristol's Attendance Toolkit



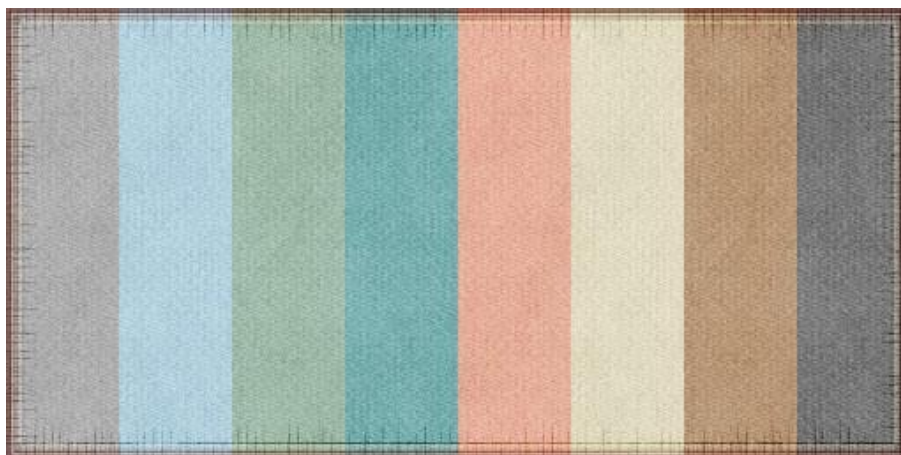
The Attendance Toolkit has been developed to provide schools and educational settings with a single online location to receive up to date attendance information, tools and templates.

The Attendance Toolkit, which is being regularly updated, is intended for professional use only and can be accessed via a SharePoint site and is available by following the link:

[Attendance Toolkit - Home \(sharepoint.com\)](#)

The Attendance Toolkit includes templates such as the Model Attendance Policy, Leave of absence request templates, leaflets, attendance quick guides etc...

Weekly attendance drop-in: for attendance questions, advice & guidance



To support the work of school-based Attendance Officers, champions and other colleagues concerned about an attendance issue, we have a weekly online drop-in session every:

- **Tuesday 11am-12 noon during term time**
- **NEW starting on 27th Feb Thursday 3-4pm thereafter, during term time**

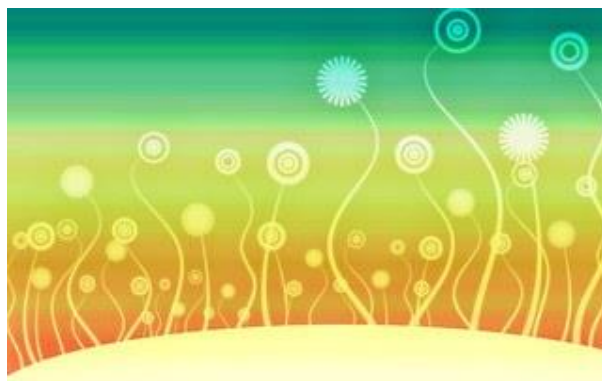
We encourage colleagues to join the meeting if they have specific questions relating to attendance or would like to share best practice. Join the Zoom meeting at:

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

Meeting ID: 956 5974 8840

Passcode: 354077

Attendance targeting support meetings (TSMs)



The Education Welfare Service holds regular (between 1-3 per academic year) conversations with all schools individually, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions for those pupils.

Please refer to the attendance toolkit in the TSM section for a copy of the latest meeting agenda template.

It is recommended that you have access to the view your school's data reports via the DfE daily attendance data reporting.

The meetings will also provide an opportunity to keep up to date with who **your SLT attendance champion & your school-based attendance officers** are, capture data on the number of **Attendance Contracts** that have been offered and **Notice to Improve letters** that have been sent by your school.

If you have questions about your schools TSM please contact the EWS on education.welfare@bristol.gov.uk

For further information about TSMs please watch the DfE TSM webinar 2024: <https://youtu.be/ERNHbDZiHs4?list=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b>

Elective Home Education (EHE)



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

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 - <https://educationhub.blog.gov.uk/2020/10/20/all-you-need-to-know-about-home-schooling-and-elective-home-education-ehe/>

Please do not persuade or encourage parents to consider EHE as an option – this could be seen as ‘off-rolling’. School staff must not support parents to write EHE removal from roll letters.

Please do signpost parents to impartial information that outlines what EHE entails.

Please ensure any parents considering EHE are made aware of the LA EHE guidance <https://www.bristol.gov.uk/residents/schools-learning-and-early-years/education-outside-mainstream-schools/home-education>

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

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

Children Missing Education (CME) and Pupil Tracking processes



Guidance for adding and deleting pupils from roll.

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.

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

EWS Traded Offer



All 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).

Please refer to the EWS brochure of services on the attendance toolkit for further information and costs or email education.welfare@bristol.gov.uk to request a brochure.

Penalty Notices



In August 2024 there were significant national 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.

Don't forget about the new duty to consider a Penalty Notice if the threshold has been met, and the new requirement to send a Notice to Improve warning letter.

Timeliness of making PN requests to us is important, we ask within 2 school weeks of last unauthorised absence

If you are not sure on the arrangements for Penalty Notices including making requests, please contact educationpenaltynotices@bristol.gov.uk for assistance and/or attend our fully revised free Parental Responsibility Measures – Penalty Notice training session, booking via Trading with Schools.

DfE Penalty Notice webinar2024:

https://youtu.be/KZOonios_Bc?list=PLXjcCX3hH9LXqKNI35VTWirdJnziO3s2b

Sanctuary strategy and action plan 2025-2030



Have your say: Bristol City Council Sanctuary Strategy and Action Plan, 2025 - 2030

Please feel free to share this email with sanctuary seekers, those that support them, and your wider networks!

We in Bristol City Council are currently drafting the Bristol Sanctuary Strategy and Action Plan, 2025 – 2030.

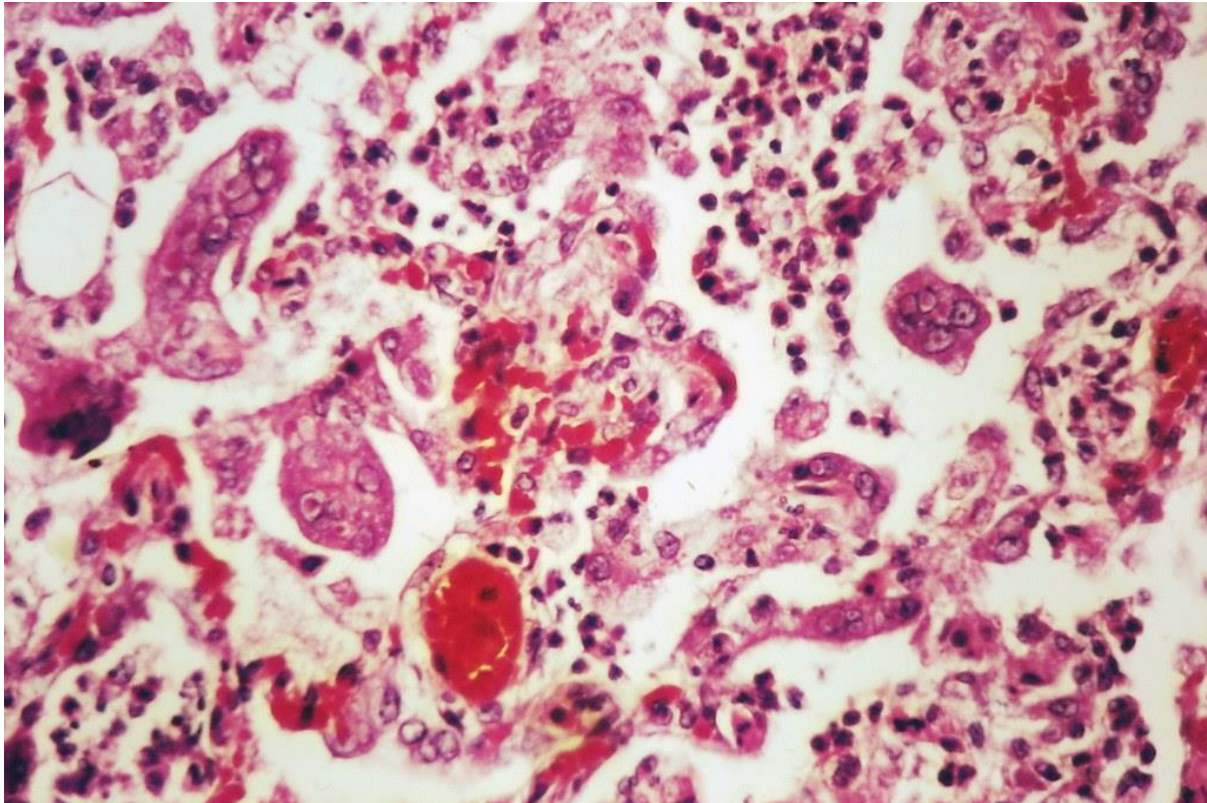
In line with our proud and historic status as a City of Sanctuary, our vision is that Bristol continues to be a city of safety, a welcoming place where people seeking sanctuary are provided with support, services and opportunity to rebuild their lives and thrive in our communities.

The Strategy will be a document that sets out what is most important to sanctuary seekers in our city and explains what Bristol City Council will work to achieve over the next five years to support them. We will be working with cross-council departmental leads on meaningful actions that align to the Strategy priorities and that remove barriers to access for sanctuary seekers.

We would be grateful if you could **please click here to share your views on the Bristol Sanctuary Strategy and Action Plan 2025 – 2030**

The survey will take about 5 minutes to complete, and is available in English, Ukrainian, Tigrigna, Spanish, Romanian, Arabic, Pashto, Urdu, and Easy Read versions. The deadline to complete the survey is midnight on Sunday 16th March.

Preventing and responding to measles



There is a [slight increase in measles cases](#) in the Bristol and Gloucester areas, there are posters and info sheets you can easily print and use to inform staff and service users of the signs and symptoms.

Even though there are small numbers, it is important for everyone to be reminded of what to do if there is a suspected case of measles in your setting. Any suspected measles cases should be reported to UKHSA swhpt@ukhsa.gov.uk who can also offer advice.

- Please see linked letter to circulate to parents/carers - [Measles letter](#)
- Please read and share the [information pack](#) with your senior leadership teams and other relevant staff.
- Ensure you cascade and display information.

UKHSA resources for settings:

- [Measles: protect yourself, protect others leaflet](#)
- [Measles: don't let your child catch it poster](#)

- [Measles: don't let your child catch it flyer \(with translations\)](#)
- [Thinking of getting pregnant leaflet \(German measles or rubella\)](#)
- [MMR, MenACWY and coronavirus \(COVID-19\) vaccine comms toolkit for universities](#) helping to protect students from vaccine preventable infectious diseases.

Leaflets and posters in a several different languages can be downloaded here:

- [Measles outbreak resources - GOV.UK](#)
- <https://educationhub.blog.gov.uk/2024/03/what-to-do-if-you-think-your-child-has-measles-and-when-to-keep-them-off-school/>

Measles - Absence code handling

ABSENCE



[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

For confirmed cases, schools should continue to use usual register codes for absence due to illness. **I (illness) code** would apply if the pupil is unwell with measles.

If a child needs to isolate following public health advice, the new **Y6 code** would apply if the pupil is well, but is prohibited from attending school, as they are required to isolate in line with public health requirements relating to the incidence or transmission of infection or disease (in this case measles).

Code Y6

The pupil's travel to or attendance at the school would be—

(a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or

(b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.

Measles - Early years training sessions



FAO: All Early Years Staff, [SW Social Media Flyer](#)

The SCW Improving Immunisation Uptake (IIU) Team are excited to announce the launch of a free of charge 1-hour training session aimed at supporting Early Years settings in raising awareness of the importance of routine childhood immunisations and improving immunisation uptake rates across the South West.

This training has been developed on behalf of NHS England, the training sessions will be available across seven different dates and times to offer maximum flexibility for attendance. The 1-hour sessions will be virtual, and individuals only need to attend one of the free available sessions.

Training will be delivered throughout February and the first week in March 2025 by experienced nurses specialising in childhood immunisations. The training session is aimed at Early Years providers, including nurseries, family and children's centres, childminders, and preschools. The session will highlight the importance of routine childhood immunisations and the significant role Early Years providers play in supporting the UK's routine immunisation programs.

We recommend attendance by individuals interested in becoming immunisation champions alongside staff who regularly communicate with parents/carers, and those handling new child registrations. We would recommend that it may be beneficial for larger settings if a minimum of 2 staff members attends.

Your participation will play a crucial role in safeguarding the health and wellbeing of children and maintaining a safe environment in Early Years settings. This is a timely opportunity to support the NHS England national campaign to increase the uptake of childhood vaccinations.

We have attached an introductory presentation and the Early Years Managers Information Sheet that provides a summary of the project. Participants will also receive a free information guide and other free useful resources to further support the training.

Kindly see below a table of available dates and times – Click on the link to book your training session place at your earliest convenience – [please book](#)

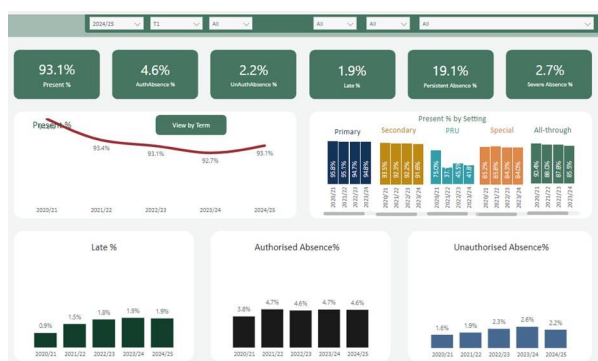
For more details about our work, please refer to the attached [PowerPoint presentation](#).

Attendance 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.



1 - Term 1 24/25 Data

	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils: 66050 Settings: 148	93.0%	4.3%	3.2%	2.2%	21.3%	3.2%
Primary Pupils: 43273 Settings: 108	93.0%	4.2%	2.0%	1.7%	16.4%	1.3%
Secondary Pupils: 24733 Settings: 22	88.7%	6.2%	3.2%	3.7%	36.2%	4.7%
PRU Pupils: 1172 Settings: 4	35.0%	11.7%	10.2%	1.2%	68.7%	48.8%
Special Pupils: 1389 Settings: 11	81.0%	12.1%	6.0%	0.8%	48.7%	11.3%
All-through Pupils: 2919 Settings: 3	82.2%	6.7%	9.2%	3.5%	48.2%	10.2%

2 - Term 2 24/25 (up to 6th Dec 2024) – academic year to date set against last academic year

	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils: 66405 Settings: 148	93.0%	6.1%	3.0%	2.2%	21.2%	3.2%
Primary Pupils: 43455 Settings: 108	93.0%	4.2%	2.0%	1.2%	16.4%	1.3%
Secondary Pupils: 24838 Settings: 22	88.3%	6.2%	3.3%	3.7%	36.2%	4.7%
PRU Pupils: 1338 Settings: 4	38.0%	11.8%	9.5%	1.2%	68.7%	48.7%
Special Pupils: 1397 Settings: 11	81.0%	12.1%	6.0%	0.8%	48.7%	11.3%
All-through Pupils: 2948 Settings: 3	82.2%	6.7%	9.2%	3.5%	48.2%	10.2%

3 - Term 3 24/25 (up to 7th February 2025) - academic year to date set against last academic year

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 & absence bandings for your setting)

<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.