



# Termly Attendance Update – Term 2 23/24

## w/c 4<sup>th</sup> December 2023



Welcome to term 2's edition of the Attendance Update.

This academic year, the Attendance Update has changed frequency to a **termly edition**.

It's been a busy autumn term. We hope you all manage to get a well-earned rest over the Christmas holidays, and we look forward to working with you in term 3.

Term 3 edition is due for release in February 2024.

## Section 1: News



### “Do schools close because of bad weather?”

Schools will make every effort to stay open in adverse weather conditions, including storms, snow and heatwaves. However, the safety of pupils and teachers is a top priority. On rare occasions schools do sometimes need to close or operate at a reduced level.

Read the new post: <https://educationhub.blog.gov.uk/2023/11/06/do-schools-close-because-of-bad-weather-everything-parents-need-to-know/>

Please also refer to our **Severe Weather Quick Guide on the attendance toolkit** which contains coding advice.

## Attendance Hubs for Schools: Application re-launch



The DfE have reopened the application process for schools to express an interest in joining an attendance hub. As you may recall, attendance hubs are led by senior leaders in schools with strong attendance practice from around the country. These schools share, in-depth, their successful strategies and resources for improving attendance. In return, supported schools are expected to revisit and revise their approach to

managing attendance, and join half-termly virtual hub meetings to share practice, and discuss progress, and challenges.

During the last round of applications, "Sent directly by LA head of service" was the most common way schools reported having heard about the offer.

For any schools wishing to express an interest in this, here is the application form <https://forms.office.com/e/w0Ycm4kdkM> and this website link [Attendance hubs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/attendance-hubs). The deadline for schools to express an interest in joining a hub is **15/01/24**.

## “Free school transport explained: From who’s eligible to how it works”



When choosing which schools to apply for, it is important that parents consider how their child will get there. Some children are eligible for free travel, but this isn't the case for everyone. Most parents should expect to be responsible for making arrangements for their child to get to and from school.

Read the new post: <https://educationhub.blog.gov.uk/2023/11/03/free-school-transport-explained-eligible-free-travel/>

Please also refer to our **Home to School Travel Quick Guide on the attendance toolkit**.

## Ofsted – Improving School Attendance



Persistent school absence is one of the most significant ongoing impacts of the pandemic.

Read the article here: <https://educationinspection.blog.gov.uk/2023/11/16/improving-school-attendance/>

Watch "An update on attendance with Ofsted and the DfE" on YouTube <https://youtu.be/QryV8U7-mKY?si=GLqQn0bHcR6JrJOy>

## The Big Ambition Campaign – Have your say!



The Children's Commissioner for England, Dame Rachel de Souza, has launched **The Big Ambition**, a national survey of children and young people across England. **The Big Ambition** aims to hear from children across England on what they think is important! In the lead up to the next General Election, the Children's Commissioner wants to take children's thoughts, opinions and ideas to decision-makers, to make sure that the Government hears young people's voices on what they think needs to be done to make children's lives better in England. **The Big Ambition** survey will be open **until Friday 15th December**.

Click here for further information and link to the survey: <https://www.childrenscommissioner.gov.uk/the-big-ambition/>

## Attendance and equalities duties

Improved standards of education and care in England will advance equality for children and young people with protected characteristics, as well as for those who are socio-economically disadvantaged. However, it is not always possible for children with certain protected characteristics to achieve exactly the same

educational outcomes as children who do not have those protected characteristics. For example, outcomes will differ between children with severe learning disabilities and those without.

For further information please see these links:

[Technical guidance for schools England updated September 2023.docx \(live.com\)](#)

[Ofsted's equality objectives 2023 to 2027 - GOV.UK \(www.gov.uk\)](#)



## Child Employment Laws – it's nothing new!

Do any pupils you know of undertake part-time work? To be lawfully employed they must have a work permit. A work permit is FREE, and the application is easy to complete for the employer and parent/carer.

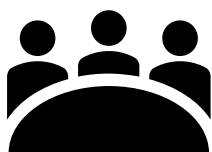
Did you know:

- *Children must be 13 years of age to work*
- *Every child (13-16) must have a work permit to enable them to work*
- *Children can only work restricted hours between 7am and 7pm*
- *Children cannot work during the hours of a school day*
- *Children may only undertake light work, and some types of work are prohibited*
- *Employers must register every child employed with their Local Authority*
- *A risk assessment must be carried out for every child that is employed*
- *Failure to comply with the legislation may result in legal action being taken against the employer and the parent/carer*

More information can be found on our website - [Children in employment \(bristol.gov.uk\)](#)

Should you have any concerns about a child working illegally then please email [ceal@bristol.gov.uk](mailto:ceal@bristol.gov.uk)

## Targeting Support Meetings (TSMs)



During term 2, the wider delivery of the attendance targeting support meetings has commenced. This term, secondary schools across the City have been offered a TSM and initial take up has been positive. Officers from the Education Welfare Service have been meeting with secondary schools to work in partnership to discuss attendance matters. The rollout of the offer for other schools and settings will be confirmed in due course. Further

information about TSMs can be found in the guidance [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance)

## Bristol Pupil Voice Survey



Has your school signed up to the [Bristol Pupil Voice Survey for March 2024](#) yet?

The Bristol Pupil Voice survey is free for all Bristol schools and supported by the Healthy Schools team at Bristol City Council. This survey is hugely important to

help us all understand and support the health and wellbeing issues that are significant to young people and some of the barriers that may prevent them achieving good health and wellbeing. The most recent Pupil Voice Survey showed us that illness or injury was the number one reason for absence in the month before the survey, for both primary and secondary pupils. Find out the other reasons in the full report – [The Bristol Pupil Voice Report 2022](#).

Each school completing the survey will receive their own school report, which will analyse and present their school data. These reports provide an evidence base to guide schools to plan ways to improve young people's health, through participation in Healthy Schools, PSHE programmes, and other health-based interventions. [SIGN UP TO THE MARCH 2024 SURVEY HERE!](#)

Continued support is available through the [Bristol Healthy Schools programme](#). Register [here](#) or e-mail: [healthy.schools@bristol.gov.uk](mailto:healthy.schools@bristol.gov.uk) to become a Bristol Healthy School.

## Section 2: Key Dates

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

#### [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 2023**

Wednesday 8<sup>th</sup> 1-3pm

Thursday 9<sup>th</sup> 10-12 noon

#### **January/February 2024**

Wednesday 31<sup>st</sup> 1-3pm

Thursday 1<sup>st</sup> 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

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

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



Education Welfare Service (EWS)

~~Wed 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

### [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 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

### [Attendance Officers Introduction to Attendance Course – Chargeable £50 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' 2022.

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

January 2024 – Fri 12<sup>th</sup> and Fri 19<sup>th</sup> 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](mailto:tradingwithschools@bristol.gov.uk)

## Section 3: Regular Features and Reminders

### 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 \(www.nhs.uk\)](http://www.nhs.uk)

### Information Directory for Schools Supporting Children with Medical Conditions

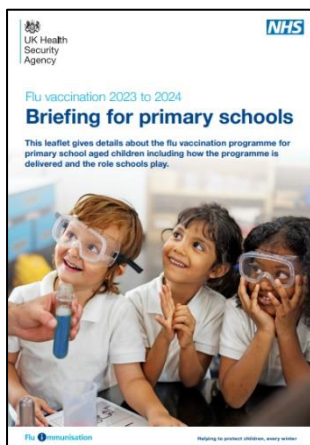
To help schools find expert and up to date information to support children with medical conditions, Sirona care & health's School Nursing service has identified resources for education settings.

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 [website](#), along with more details about our School Nursing service.



## Flu Vaccination 2023-24



This autumn term 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 \(www.gov.uk\)](https://www.gov.uk/guidance/flu-vaccination-in-schools)

## Working Together to Improve School Attendance

New documents have been added! They now include a 'Toolkit for schools: communicating with families to support attendance' and 'Annex A: example attendance letters and emails to parents and carers'.

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance)

## DfE daily attendance data collection - WONDE data

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 120 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:

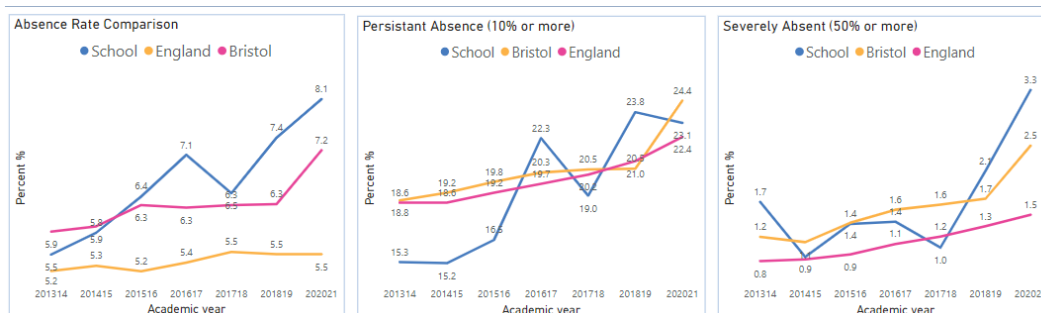
1. gives schools, local authorities and academy trusts access to more up-to-date pupil-level attendance data
2. helps you meet the new expectations set out in [working together to improve school attendance](https://www.gov.uk/guidance/working-together-to-improve-school-attendance)
3. will not add to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

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



## 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 [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)



## 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 \(communitylearningwest.net\)](https://www.joinesol-CommunityLearningBristol.com)

## 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](mailto:attendanceandbelongingteam@bristol.gov.uk)

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

The Education Hub has provided guidance for parents to support the understanding of the risk of fines if their child misses school without a good reason. Local councils and schools can intervene, in some cases, this might mean that parents receive a fine.



For further information please visit: [Fines for parents for taking children out of school: What you need to know - The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2023/10/26/parent-fines-for-missing-school-what-you-need-to-know)

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

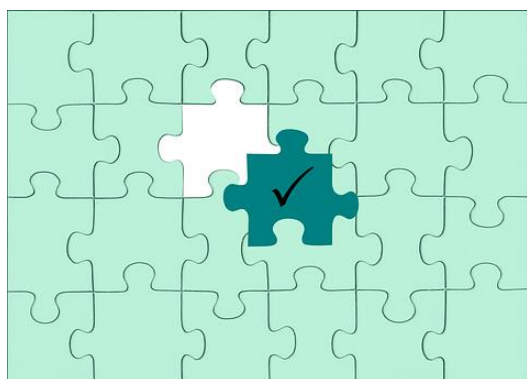


Secondary application deadline was **31<sup>st</sup> October 2023**. Late applications can still be made but are dealt with after on-time applications. For further information please visit [Apply for a new year 7 secondary school place \(bristol.gov.uk\)](https://www.bristol.gov.uk/apply-for-a-new-year-7-secondary-school-place)

- Reception application deadline is **15<sup>th</sup> January 2024**. Again, please publicise the deadline and encourage and support families to make an on-time application. For further information please visit [Apply for a new reception primary place \(bristol.gov.uk\)](https://www.bristol.gov.uk/apply-for-a-new-reception-primary-place)
- 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](mailto:sen@bristol.gov.uk) for how to apply.

## **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-cme)

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/87121/school-admissions-code-2021.pdf)

## **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: [Children Missing Education – Webinar for Schools - YouTube](#)

## 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 **(new academic, year new link! Please save the new link):**

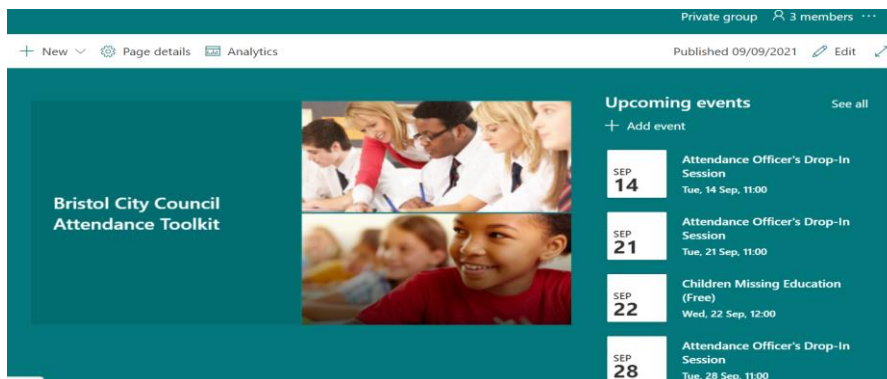
<https://zoom.us/j/95659748840?pwd=WkRCZy93b0FZRGkxeU5oRIRRMHhsZz09>

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 [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](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.



# 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
<b>All</b>	<b>74.71</b>	<b>94.09</b>	<b>94.08</b>	<b>92.89</b>	<b>91.85</b>	<b>92.26</b>	<b>92.74</b>	<b>91.89</b>	<b>All</b>	<b>92.79</b>	<b>All</b>	<b>92.63</b>

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
<b>All</b>	<b>92.82</b>	<b>92.71</b>	<b>92.44</b>	<b>92.16</b>	<b>91.92</b>	<b>All</b>	<b>92.41</b>	<b>All</b>	<b>92.63</b>

## 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](mailto:vanessa.davies@bristol.gov.uk)