



Attendance Weekly Update

w/c 30th January 2023

Planned industrial action in schools in England

Department for Education

Planned industrial action in schools in England

Information for parents and carers

The National Education Union has announced national strike action in schools in England on:

- Wednesday 1 February
- Wednesday 15 March
- Thursday 16 March

As well as regional strike action on:

- Tuesday 28 February (Northern, North West, Yorkshire and the Humber)
- Wednesday 1 March (East Midlands, Western and Eastern)
- Thursday 2 March (London, South East and South West)

If strike action goes ahead, school leaders or the local authority that manages the school will do all they can to keep the school open for as many pupils as possible.

In some schools there may be little or no impact from strike action but in others it may mean some changes. For example, lessons might be taught by other staff members or classes merged. Some schools may need to close or restrict attendance for some pupils.

Your child's headteacher or school leader will communicate with you about the impact on the school and whether your child can attend on strike days. This is likely to be shortly before any strike action goes ahead.

We have asked schools to prioritise vulnerable children, children of critical workers and those taking exams or formal assessments this year when making decisions about who can attend on planned strike days.

Unless your child's school is closed or restricting attendance for your child, you should still send your children to school unless they are unwell.

More information for parents and carers is available at: [educationhub.blog.gov.uk](https://www.education.gov.uk/blog)

Following the National Education Union's (NEU) announcement of planned strike action in February and March, you should have seen the Department for Education recent communications, where they shared the latest [handling strike action in schools](#), [emergency planning and response](#) and [remote education](#) guidance.

The DfE have also published an [infographic](#) for parents and carers which you can share. The DfE will soon send a link to a secure online form for you to complete, to let the DfE know whether your school is likely to be open, closed, restricting attendance, or whether this is undetermined, as a result of NEU's action.

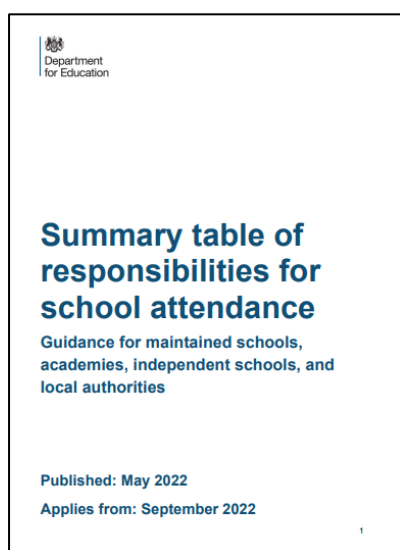
The expectation is that school leaders will take all reasonable steps to keep schools open for as many pupils as possible. However, where there is no option but to restrict attendance, priority should be given to vulnerable children and young people, children of critical workers, and pupils due to sit public exams and other formal assessments.

Where schools must restrict attendance, consideration, where possible should be given to, providing remote education in line with the [guidance on remote education](#). This guidance has been updated to provide more detail on the use of remote education for a range circumstances beyond COVID-19.

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.

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.

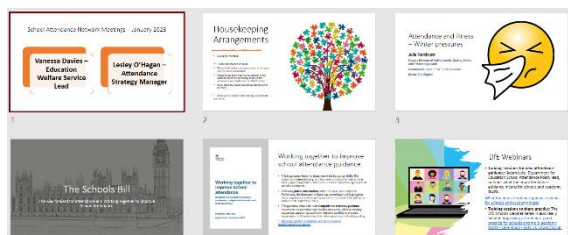
The guidance should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting pupils at school with medical conditions, suspensions and exclusions, alternative provision, and safeguarding.

For more information please visit:

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

January SANS Meeting – Resources

Thank you to all of you who joined us last week for the January SANS meetings. For those of you unable to attend we have included the slides from the sessions on the Attendance Toolkit under the SANS tab. We have also provided details about how to access the recording of one of the sessions. We also would like to thank Julie Northcott, Deputy Director of Public Health, Quality, Safety



and Protecting Health for providing an update on the winter pressures impacting illness in our schools and setting. Details about the next SANs meetings can be found later in this update.

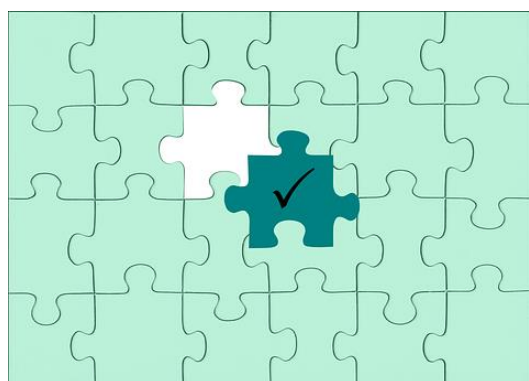
Use of Code X picked up through the School Census



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 the following message in any written correspondence to parents and carers that confirms this situation:

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

To help support you 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*

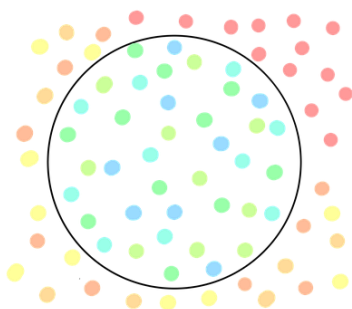
If you manage your own in-year admissions arrangements, and you are unable to offer a place please also complete the Child Missing Education form to notify the

local authority of this situation, further details including the notification form are found in the link below:

[Children missing education \(CME\) \(bristol.gov.uk\)](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 as this please see [School admissions code 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/84122/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 22nd February 23: 1pm – 3pm
- Tuesday 21st March 23: 1pm – 3pm
- Wednesday 19th April 23: 1pm – 3pm
- Thursday 25th May 23: 1pm – 3pm
- Wednesday 21st June 23: 1pm – 3pm
- Wednesday 19th July 23: 1pm – 3pm

If you are in joining this group, please contact the Attendance and Belonging Task Group for further information at attendanceandbelongingteam@bristol.gov.uk

Reminder - Every child's right to a successful transition 2022-23

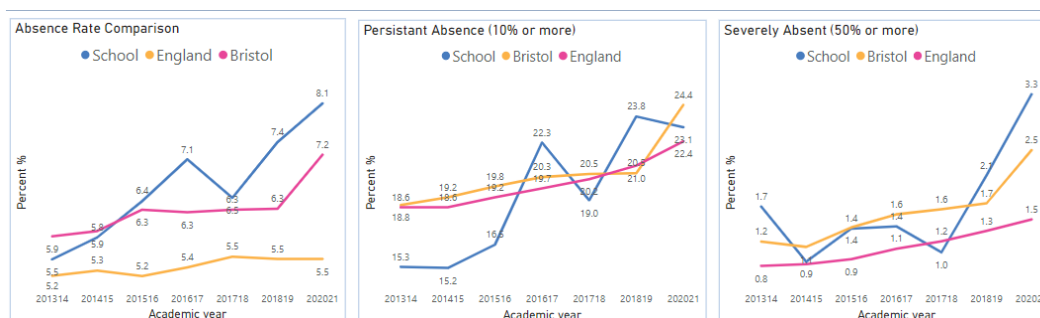


Last year a guidance document was produced utilising a community based approach to effective transition between provisions across the City of Bristol (Year 6-7). Successful transition supports securing high levels of attendance, successful educational outcomes and the development of a sense of belonging. This guidance has now been updated covering the current academic year and is available on the Attendance Toolkit.

To ensure this document is fit for purpose and supports the development of practice, we are asking colleagues to complete a short online survey by 3rd February using the link below:

['Every child's right to a successful transition' - Local guidance document survey](#)

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

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. 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

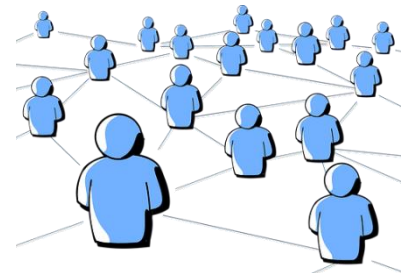
Dates for the upcoming SANS meetings later in the academic year are detailed below:

April/May 2023

Thursday 27th 1-3pm (April)

Wednesday 3rd 12-2pm (May)

Thursday 4th 10-12 (May)



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

<https://zoom.us/j/97313137055?pwd=a2NxYTJscUdLRtNyTzV2Zms3TjgvZz09>

Meeting ID: 973 1313 7055

Passcode: 248519

We still request colleague book via [TWS](#) to 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 1 Feb 2023 12:00 – 14:30
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

[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

[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

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

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

Locality Meetings Term 3



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 if you are able to attend one of the locality meetings shown in the following table:

Meeting Type	Locality meeting date	Locality meeting time	Link
ALP	Weds 01.02.23	1.30pm - 3pm	Click here to join the meeting
North Primary	Weds 08.02.23	11am - 12.30pm	Click here to join the meeting
North Secondary	Thurs 09.02.23	10.30am - 12pm	Click here to join the meeting
South Secondary	Friday 03.02.23	10.30am - 12pm	Click here to join the meeting
Specialist	Weds 08.02.23	2pm - 3.30pm	Click here to join the meeting

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](#)

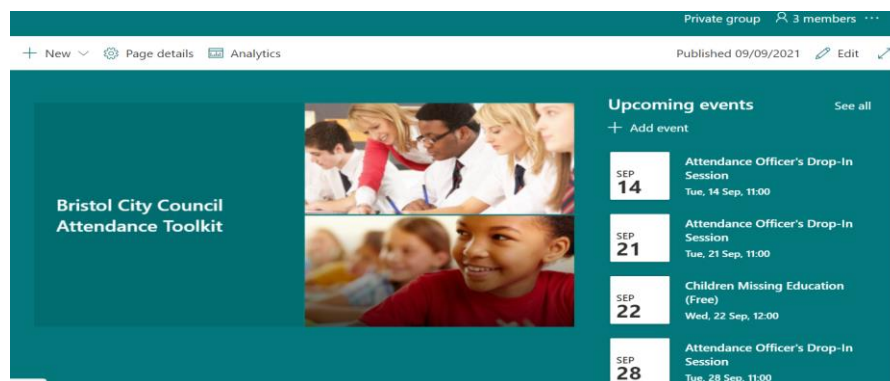
Important please note they are a Ukrainian Refugee in the free text at the end of the form If you have any queries about the admissions arrangements for any new Ukrainian pupils, please contact the attendanceandbelongingteam@bristol.gov.uk

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](#) 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!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2I0BBIODVI6bMzatBRpYqZrW3mmJEKB-RIA\\$](https://urldefense.com/v3/https://www.dropbox.com/s/tytnfep44kc8ar1/Refugee*20Posters*20Style3.pdf?dl=0;JSU!!KUxdu5-bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2I0BBIODVI6bMzatBRpYqZrW3mmJEKB-RIA$)

Attendance Toolkit



To support communication and practice around attendance related issues, we have set up an Attendance Toolkit on a SharePoint site for professionals.

For BCC Staff

Please follow the following the link [Attendance Toolkit - Home \(sharepoint.com\)](#) to trigger a request for access

For Non- BCC Staff

Access to the site is via the supply of a named email for an individual as opposed to a departmental or general email so you can be registered for access. If you are on the Attendance or Bristol Inclusion Panel mailing lists you should be set up already. For other colleagues please email the attendanceandbelongingteam@bristol.gov.uk to request access, providing your email details. You will then be invited to join the SharePoint site, if you have not received an email within 2 working days of making a request, please check your spam folder. We recommend you save the SharePoint site link in your favourites.

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	87.94	88.37	87.77	87.68			All-through	87.98	All-through	87.04
Specialist	70.94	73.78	72.68	74.41			Specialist	72.94	Specialist	72.81
Primary	93.93	95.30	95.13	94.35			Primary	94.82	Primary	93.67
Secondary	90.82	91.11	91.09	90.27			Secondary	90.92	Secondary	90.30
All	91.87	92.87	92.73	92.09			All	92.50	All	91.62

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.