



## Attendance Weekly Update

w/c 12<sup>th</sup> September 2022



Following the announcement from Buckingham Palace of the death of our sovereign, Her Majesty Queen Elizabeth II, a period of National Mourning has started and will continue until the end of the State Funeral. This is a period of time for reflection in response to the death of the Sovereign.

The official date of the State Funeral is 19 September 2022. This day will be a bank holiday and settings that are normally closed on a bank holiday should close on this day as a mark of respect. This will include schools and colleges. The register code for this bank holiday is # which is 'a planned whole or partial closure that are known or planned in advance'. You will need to use your Management Information System (MIS) to adjust/reconfigure the fields that contain the term dates, bank holidays and INSETS in the main section of your MIS rather than each individual pupil record.

### September Briefing - Resources

We appreciate the start of any academic year is an extremely busy time and therefore we are extremely grateful that so many of you managed to attend the September Attendance Briefings held last week. For those of you unable to make any of the sessions we have recorded the last briefing and this is available shortly on the Attendance Toolkit (under School Attendance Network Meetings and Briefings) along with the presentation slides .

As mentioned in the Briefing, to assist with planning for the next academic year, this update will provide details about a number of upcoming key events and courses, including the new locality meetings, the School Attendance Networks and training courses.

## Pupil Tracking Referral

At the start of the academic year schools will experience a number of pupil movements on and off roll. For pupils who are on your school roll but you have been unable to confirm their whereabouts at the start of this term, despite reasonable enquiries you may need to consider making a Pupil Tracking Referral to notify the local authority about the situation. When completing the referral form this will involve cross referencing with the [Children Missing Education guidance](#).



Please complete a pupil tracking form when:

- you've been advised the pupil has moved out of the area but you do not have a new address for them:
  - check Children Missing Education guidance: reasons 5, 6 and 8, before making a Pupil Tracking Referral
- the pupil has not returned from a planned leave of absence and your school's reasonable enquiries have not located the pupil
  - check Children Missing Education guidance: reason 6, before making a Pupil Tracking Referral
- the pupil has ceased to attend the school and you've not been able to trace the pupil despite making reasonable enquiries
  - check Children Missing Education guidance: reasons 5, 6 and 8, before making the Pupil Tracking Referral

For more, information about making Pupil Tracking Referral please follow the link: [Education Welfare Service \(bristol.gov.uk\)](https://www.bristol.gov.uk/education-welfare-service)

Please note you do not need to wait a specified time to wait before completing your reasonable enquiries, details about conducting these can be found under the Quick Guide section of the Attendance Toolkit.

## Model Attendance Policy



In line with the latest government guidance, Working Together to Improve School Attendance 2022, we have provided a model attendance policy for schools and settings to use as a basis for their own documentation. This model policy is available on the Attendance Toolkit under the 'Model Policy' tab. Please note when your policy is finalised it should appear on your school website.

## Locality Meetings

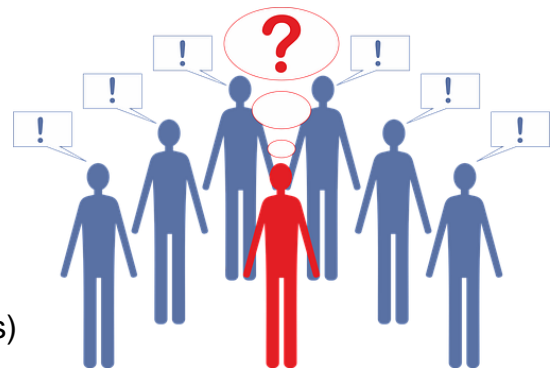
Locality meetings have been set up to support attendance related activity at a local level. We have set up this network of meetings to create a community of practice by bringing together groups of schools in similar circumstances. Please could you email the Attendance and Belonging Team [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk) if you are able to attend one of the locality meetings shown in the table below.

Meeting	Date	Time	Meeting link
North Primary	19 <sup>th</sup> Oct 22	11am-12noon	<a href="#">Click here to join the meeting</a>
South Primary	21 <sup>st</sup> Sept 22	10.30am- 12noon	<a href="#">Click here to join the meeting</a>
East/ Central Primary	29 <sup>th</sup> Sept 22	10.30am- 12noon	<a href="#">Click here to join the meeting</a>
North Secondary	13 <sup>th</sup> Oct 22	10.00am- 11.30am	<a href="#">Click here to join the meeting</a>
South Secondary	7 <sup>th</sup> Oct 22	10.30am- 12noon	<a href="#">Click here to join the meeting</a>
East/Central Secondary	27 <sup>th</sup> Sept 22	2.00pm -3.30pm	<a href="#">Click here to join the meeting</a>
Specialist	TBC	TBC	TBC
ALP	28 <sup>th</sup> Sept 22	1.30pm -3pm	<a href="#">Click here to join the meeting</a>
Independent	14 <sup>th</sup> Oct 22	10.30pm-12noon	<a href="#">Click here to join the meeting</a>

## Autism and Exclusions online training module.

In a city wide approach to reduce suspensions and exclusions taking place, the Bristol Autism Team and the Autism Education Trust are pleased to offer an **\*\*NEW\*\*** Autism and Exclusions online training module.

Autistic pupils are at high risk of being excluded, either officially (permanent and fixed-term exclusions) and unofficially excluded (such as asking an autistic pupil to go home for the day and cool off). This course supports colleagues to understand why this may be and to ensure support is in place to reduce this likelihood.



This module on exclusion and autism will provide you with an idea as to:

- What the key causes are of autistic children and young people being excluded from school
- How staff can prevent exclusion occurring
- When it does occur, provide support for the CYP's successful return or transition on to their next placement.

**Book now to secure your place!**

**Date:** 27<sup>th</sup> September 2022

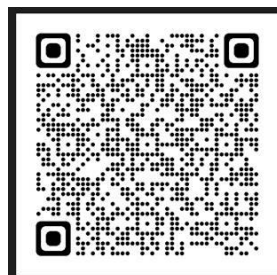
**Time:** 1pm – 4pm

**Locations:** Microsoft Teams

**Cost:** £15

Follow this link: [Bristol, Exclusions, 27th Sept 2022, ET | Autism Education Trust](#)

Or use this QR code:



## 'New to English' Induction Programme



Bristol is proud to be a City of Sanctuary and recently many of our schools have welcomed new arrivals into, especially from Afghanistan and Ukraine. To support schools with the arrival of refugee pupils into their setting a new course has been introduced entitled, *How to teach the Better Bilingual 'New to English' Induction Programme* -

This two-session training programme will introduce your TAs to the Better Bilingual 'New to English' Induction Programme (primary/secondary versions) which covers a range of topics from 'About me' to 'The language of Maths'. The training will equip TAs with the EAL strategies needed to confidently teach this intervention programme, which is designed to promote pupils' initial English oracy, value their multilingualism and complement inclusive quality first teaching in the classroom.

**Intended Audience:** Teaching Assistants (either primary or secondary) with the capacity to teach 2-3 intervention sessions (20-30 minutes each) per week for the first 6-8 weeks of a new pupil's time in school.

**Dates:** The training will comprise 2 daytime sessions of 1.5 hours each in Bristol.

Session 1/2: Thurs 22nd Sept 2022, 9.30 - 11am

Session 2/2: Thurs 13th Oct 2022, 9.30 - 11am

**Venue:** Victoria Park Primary School, Bristol

**Cost:** £100 per person for the 2-session training programme (including a complimentary copy of the 'New to English' Induction Programme).

**Bookings:** Email Better Bilingual Director, Catherine Brennan **by 5pm on Thursday 15th Sept 2022** to secure your place - [catherine@betterbilingual.co.uk](mailto:catherine@betterbilingual.co.uk)

Please note that this course is not commissioned or delivered by Bristol City Council and as such we cannot endorse the training but have made the details available for schools to consider as part of their training and CPD offer.

## Reception and Year 7 Admissions Applications for September 2023

### Reception Admission – September 2023

Establishments with children born between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019 should ensure that all their parents are aware that they must make an application for Reception in September 2023 **by midnight on 15<sup>th</sup> January 2023.**

Please make it clear to parents/carers when carrying out pre-school home visits or meetings that they must apply separately for a Reception school place by **the closing date of 15<sup>th</sup> January 2023.**

For both reception and secondary transition activity you may wish to contact parents/carers via Facebook, Twitter, and Group Text, as well making information available on the school's website and by issuing paper or on-line newsletters.

School Admissions information is available [on-line](#) for parents/carers to view and download.

Information on the transfer from primary to secondary education is available on-line for parents/carers to view and download. Can we ask that you issue to each Year 6 child living in Bristol who is due to transfer to Year 7 in September 2023 a flyer as soon as possible (by Wednesday Tuesday 14th September 2022 at the latest please).

Please remind parents that the national submission date for on-time applications for a Year 7 Secondary School place for Sept 2023 is **Midnight on 31<sup>st</sup> October 2022** and this is when the on-line system will close.

Both flyers and key admissions information is available under the Admissions Tab on the Attendance Toolkit.

## **Welcoming and supporting refugee and asylum seeking children/young people into your setting - One day training 27<sup>th</sup> September 2022**

It can be daunting to have new pupils arriving in school who have potentially experienced trauma, disruption and a very different or very limited education. This day provides an opportunity to equip school staff with the information and approaches to supporting refugee and asylum seeking students so that they can settle and thrive.



The day will include: The national and local context. Information from local authority teams on how Bristol supports refugee and asylum seekers.

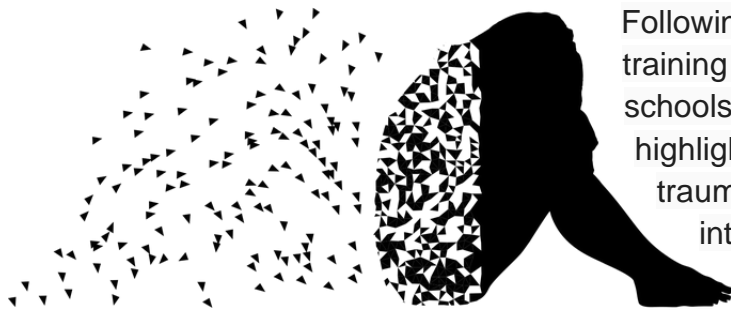
- The impact of trauma.
- Practical tips of how to welcome refugee and asylum seeking children and young people.
- Providing trauma informed support in school.
- Creating refugee friendly schools.
- Building on existing resilience.
- The use of solution circles as a creative problem solving tool. Sign posting to various support services and helpful resources.
- Attendees will:
  - Understand key elements about the education systems that refugee and asylum seeking children and young people have come from, including how SEND is considered and supported.
- Develop an understanding of the impact of trauma and associated ways to provide support.
- Know helpful ways to settle children and young people who have experienced disruption from leaving their home and community.
- Know ways of providing therapeutic support that is non-intrusive and what to look out for as indicators that more support is required.
- Develop knowledge and skills for liaising with parents/carers, key people in the community and other services.
  - Know how to access a range of information and resources.
- Generate ideas for how peers in school can develop their understanding, support and friendship for refugee and asylum seeking children and young people.

For further information

Booking via Trading with Schools

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

## **Trauma and Adversity Workshop (Introduction awareness session) – Keeping Bristol Safe Partnership)**



Following our recent survey of the training needs of attendance staff in schools and settings, one of the areas highlighted was the development of trauma informed practice. An introductory workshop is provided by Keeping Bristol Safe Partnership

This multi-agency workshop is aimed at managers and practitioners in Bristol who work with adults or children, in any sector. This workshop is free of charge and will be held online on Zoom.

### Aims and objectives-

- What adversity, trauma and ACEs are, and their potential impacts across the life course
- How we can minimise the risks associated with adversity and trauma
- What trauma informed practice is and how this way of working can benefit people who have experienced trauma

Wednesday 21<sup>st</sup> September 2022- 10:00- 13:00

Wednesday 30<sup>th</sup> November 2022- 10:00- 13:00

Register via Eventbrite: [Introduction to Adversity and Trauma Tickets, Multiple Dates | Eventbrite](#)



## Closure of Educational Setting status (EdSet) Form



Schools and colleges no longer need to complete the Educational Setting status form every Thursday. The Department for Education (DfE) would like to thank you for your cooperation - the data you provided helped to support the government's response to the COVID-19 outbreak and to inform our future data collection strategy.

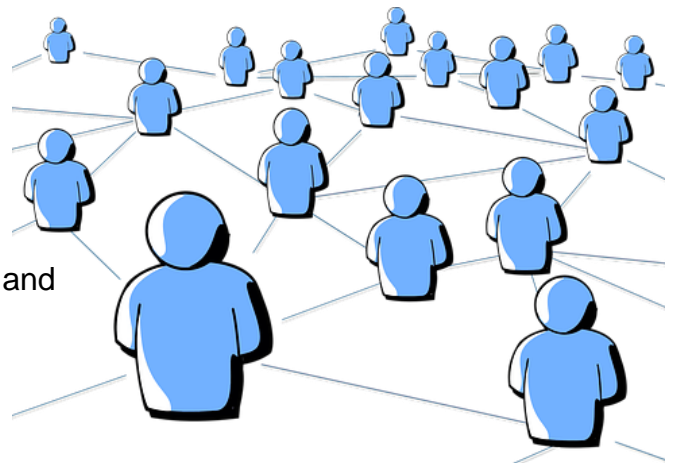
The DfE will continue to monitor the COVID-19 context and any other emerging issues and will be in touch should further data collections be required in the future.

From the beginning of term schools, trusts and local authorities will have [access to daily school attendance data updates](#) for children in participating schools in their area. These reports can be used to help with earlier identification of pupils who need support, save you time building attendance reports and offer trend insights for different groups of pupils.

If you are a school who has not yet signed up, please visit [Share your daily school attendance data](#) for more information and email [support@wonde.com](mailto:support@wonde.com) to sign up.

## School Attendance Network Meetings

Following feedback from colleagues we will still be offering 3 School Attendance Network meetings in November, January and April/May; however, we have adjusted the times to maximise the number of colleagues who can attend, offering one session in the morning, one over lunchtime and one in the afternoon for each cluster of meetings. Colleagues can book which ever meeting is most convenient.



### November 2022

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

Wednesday 9<sup>th</sup> 12-2pm

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

### **January 2023**

Tuesday 24<sup>th</sup> 1-3pm

Wednesday 25<sup>th</sup> 12-2pm

Thursday 26<sup>th</sup> 10-12 noon

### **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)

Training – virtually, via Zoom

Booking via Trading with Schools

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@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 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>

## **Local Crisis and Prevention Fund**

Low income families who need help purchasing school uniforms can now apply for support via the Bristol City Council's Local Crisis Prevention Fund. Payments will be made in the form of supermarket vouchers to help with making budgeting for uniforms easier. Vouchers can be spent on food, shoes, stationery and school uniforms.

This grant aims to help families struggling with the rising cost of living and enable children across Bristol to overcome barriers to learning and improve school attendance.

Applications for support with the return to school close **9 October 2022**. Pupils requiring support outside of this period will be managed on a case by case basis.

Details on how to apply and information on other support: [Apply for an emergency payment \(bristol.gov.uk\)](https://www.bristol.gov.uk/apply-for-an-emergency-payment)

The fund can also support families 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)

## 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](http://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](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](http://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!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

The screenshot shows a SharePoint page for the 'Attendance Toolkit'. The page has a teal header with navigation options: '+ New', 'Page details', and 'Analytics'. Below the header, there's a main content area with a large image of children and the text 'Bristol City Council Attendance Toolkit'. To the right, an 'Upcoming events' section lists four events: 'Attendance Officer's Drop-In Session' on Sep 14, 21, and 28, and 'Children Missing Education (Free)' on Sep 22.

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://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.

## Local Attendance Data

### Term 1

Phase	Week 1	Week 2	Phase	Term to Date	Phase	Year to Date
All-through		92.86	All-through	92.86	All-through	92.86
Specialist	78.84	75.98	Specialist	76.20	Specialist	76.20
Primary	88.85	94.27	Primary	93.99	Primary	93.99
Secondary	92.51	93.02	Secondary	92.99	Secondary	92.99
<b>All</b>	<b>89.76</b>	<b>93.70</b>	<b>All</b>	<b>93.49</b>	<b>All</b>	<b>93.49</b>

## 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).