



Attendance Weekly Update

w/c 16th January 2023

School Attendance Meetings

One of the main ways we can support schools and education settings to develop practice is through the School Attendance Network (SAN) meetings. These are held 3 times a year and each meeting is repeated 2-3 times in the week of the SANs. We ask that all schools and settings send at least one representative to one of the meetings being held. For more information about the SANs that take place later this month, please see further details contained later in this update.

UKHSA advice for education and childcare settings amid high levels of flu, COVID-19 and scarlet fever

As winter illnesses continue to circulate at high levels and pupils are returning to education, the UK Health Security Agency (UKHSA) has published a [reminder on how to minimise the spread of illness in education and childcare settings](#).



UKHSA advice remains clear that children can continue to attend as normal unless they are unwell and have a high temperature. [Further information](#) on when a child is too ill for school or nursery is available. There is no requirement to be absent from school on a precautionary basis. School staff should continue to maintain their high expectations for face-to-face attendance.

For further information, please also see our Education Hub post on the [latest guidelines around COVID-19](#) and for Strep A, our separate post on the [exact circumstances in which children should be kept off school](#).

UKHSA is providing regular updates on [Strep A](#). Both UKHSA and DfE are continuing to closely monitor the situation.

To help reduce the risk of some illnesses, including flu, vaccinations are being provided in schools. UKHSA, in collaboration with NHS England and DfE, have produced a [briefing for secondary schools](#) giving details about all vaccines offered to adolescents in schools and the role that schools play. This includes information on the flu vaccination programme being offered this year to those in Years 7, 8 and 9.

Coronation of His Majesty King Charles III bank holiday



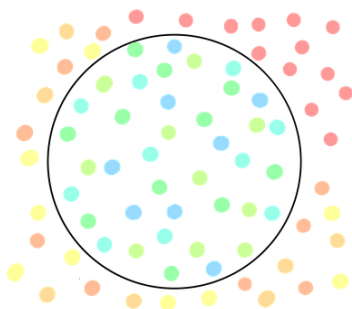
The Government has announced a one-off bank holiday on Monday 8 May 2023 to mark the coronation of His Majesty King Charles III.

For early years providers, as with other bank holidays, it is at the discretion of individual settings whether they close or stay open.

There would be no expectation for early years and childcare settings to remain open on the bank holiday.

Schools and further education providers are not expected to remain open, and it should be treated as any normal bank holiday.

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 25th January 23: 2-4pm
- 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



Every child's right to a successful transition 2022 - 2023

A community-based approach to effective transition between provisions across the City of Bristol | (Year 6 into Year 7)

January 2023

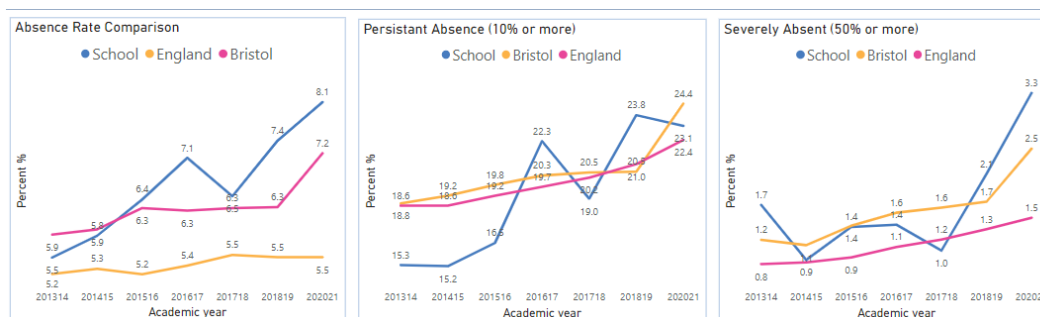
Last year a guidance document was produced utilising a community based approach to effective transition between provisions across the City of Bristol (Year 6-7). Successful transition supports securing high levels of attendance, successful educational outcomes and the development of a sense of belonging. 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 20th January using the link below:

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

For further information please visit [Parental responsibility measures, Academic Year 2021/22 – Explore education statistics – GOV.UK \(explore-education-statistics.service.gov.uk\)](#)

School Data Packs Update – Data Packs are now live



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

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

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

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

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

Help for Households

To help with the cost of living crisis the government has launched a website detail a range of support for households. This is available from the link below:



[Help for Households - Get government cost of living support](#)

Local Crisis and Prevention Fund - Bristol

The Local Crisis and Prevention Fund can provide financial support to families facing an immediate financial crisis by

- giving an emergency payment for essentials like food and clothing
- supplying household goods if they cannot afford basic furniture or white goods, like a fridge or a cooker



For further details please visit

[Emergency payments - local crisis and prevention fund - bristol.gov.uk](#)

Department for Education – Share your Attendance Data Daily

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



Getting daily attendance data will:

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

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

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

If your school already uses Wonde's secure portal

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

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

You'll be contacted by Wonde's team to help you install the secure portal. If you've not been contacted by them, first check your junk folder, then email support@wonde.com. 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

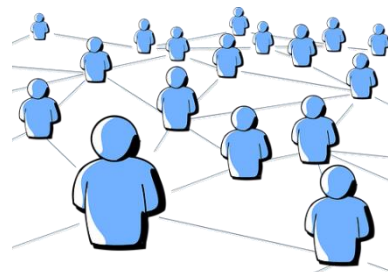
Dates for the upcoming SANS meetings later in the academic year are detailed below:

January 2023

Tuesday 24th 1-3pm **Cancelled due to LA inspection**

Wednesday 25th 12-2pm

Thursday 26th 10-12 noon



The link for all three January meetings is the same

<https://zoom.us/j/96108657177?pwd=R2xUYUE1RW01S3pCVjhyL21oOC9Edz09>

Meeting ID: 961 0865 7177

Passcode: 434336

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 18 Jan 2023 10:00 – 12:00
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 table below:

Meeting Type	Locality meeting date	Locality meeting time	Link
ALP	Weds 01.02.23	1.30pm - 3pm	Click here to join the meeting
E&C Secondary	Tues 24.01.23	2pm - 3.30pm	Click here to join the meeting
E&C Primary	Thurs 26.01.23	10.30am - 12pm	Click here to join the meeting
Independent	Fri 27.01.23	10.30am - 12pm	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 Primary	Weds 18.1.23	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](#)

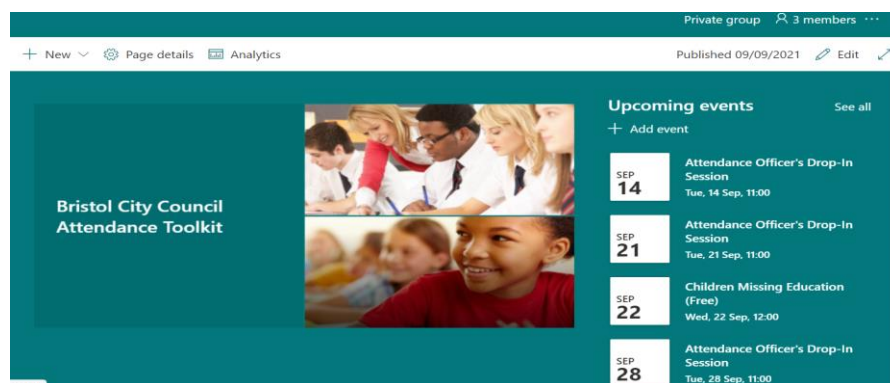
Important please note they are a Ukrainian Refugee in the free text at the end of the form If you have any queries about the admissions arrangements for any new Ukrainian pupils, please contact the attendanceandbelongingteam@bristol.gov.uk

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!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 a sidebar titled 'Upcoming events'. The sidebar lists several sessions:

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

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

For BCC Staff

Please follow the following the link [Attendance Toolkit - Home \(sharepoint.com\)](#) 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	87.86	88.29					All-through	88.15	All-through	86.94
Specialist	71.43	79.98					Specialist	76.30	Specialist	73.41
Primary	93.93	95.25					Primary	94.73	Primary	93.56
Secondary	90.74	90.76					Secondary	90.75	Secondary	90.23
All	91.88	92.93					All	92.52	All	91.55

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.