



**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Termly Attendance Update

Term 2 24/25

w/c 9th December 2024

Welcome to term 2's edition of the Attendance Update. Happy winter holiday season everyone.

The running order is:

- Section 1 Termly Top Tips
- Section 2 Attendance News
- Section 3 Key Dates and Training
- Section 4 Other Attendance Features and Reminders
- Section 5 Attendance Data



Term 3's Attendance Update edition is due for release in **February 2025**.

Section 1: Termly Top Tips



Attendance Top Tips for this term

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 you need to be 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.

1. **NEW National Attendance Toolkit** – Review the NEW National Attendance Toolkit and identify what elements your school already does and what strategies they could start to adopt, click the link to find out more:

<https://attendancetoolkit.blob.core.windows.net/toolkit-doc/Attendance%20toolkit%20for%20schools.pdf>

2. **NEW absence bandings in VYED** – Log in to View Your Education Data (VYED) and explore the **new absence bandings** for your school. Review and analyse your school's absence bandings and click the links to reveal and review the individual pupils within each cohort. Choose 1 or 2 of the cohorts to deliver targeted attendance work in term 3.
3. **Illness Infection prevention and controls** – Seasonal illness rates are rising nationally. Now is a good time to review your school and class level infection prevention measures and undertake a '**hygiene hike**' through your school. Review and analyse your I code absence data to identify any trends/patterns, and provide hygiene reminders to staff, children and parents. Additionally, remind parents about the NHS information in relation to is a child too ill for school.

Section 2: Attendance News



Bristol Attendance Conference

On the 3rd December the Bristol Attendance Conference took place. Colleagues/senior attendance champions from all Bristol schools came together to agree a '**Bristol charter for attendance**'. We also **shared best practice** from across the city. Participants were also able to **review the new national attendance toolkit collated by the Attendance Hubs**. It was wonderful to see so many of you there with so many schools represented. Feedback and information from the event is being collated and will be made available in due course via Bristol City Council's Attendance Toolkit.

DfE Question and Answer Webinar



The DfE have recently released an 18-min recorded webinar covering some of the most frequently asked questions in Term 1, covering **attendance and absence codes**. Click on the link to access the webinar: <https://youtu.be/H0z1lqeSacU>

Children on part-time timetables

We have noticed that some schools are still using the C code for children who are on a part-time timetable.

With the introduction of the new Working Together to Improve School Attendance guidance <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>, the code for recording children who are attending on a part-time table at the school has now changed:

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Section 3: Key Dates & Training

EWS Attendance CPD for 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).

[September Attendance Briefings](#)

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](#)

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

- ~~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

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? 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**

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.

- ~~Wednesday 9th October 12:30-15:00~~
- **Wednesday 5th March 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 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**

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.

- ~~Wednesday 27th November 12:30-15:00~~
- **Wednesday 21st May 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).

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**

Training – virtually, via Zoom
 Booking via Trading with Schools
 Trading with Schools Helpline 0117 922 2444
 Email: tradingwithschools@bristol.gov.uk

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

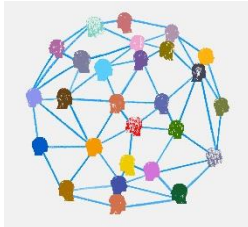
An introduction to attendance - For new attendance officers and school-based attendance leads and senior leaders with oversight of attendance.

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
 Training – virtually, via Zoom
 Booking via Trading with Schools
 Trading with Schools Helpline 0117 922 2444
 Email: tradingwithschools@bristol.gov.uk

South-West Attendance Network



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 meetings will take place virtually on **Tuesday 10th December 3:30-5pm and 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.

Section 4: Other Attendance Features and Reminders

Targeting Support Meetings (TSMs) for attendance



- This academic year, officers from the Education Welfare Service are continuing to work in partnership with all schools to hold regular (between 1-3 per academic year) attendance conversations with schools
- All Schools are expected to take part in the Targeting Support Meeting in accordance with their 36 safeguarding duties
- The meetings will use your schools attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
- Some of the data items that will be collected from schools during the TSMs are: the details of your schools attendance officers, number of attendance contracts offered, number of Notice to Improve letters sent etc...
- Further information about TSMs including Bristol's format and agenda can be found on our attendance toolkit.
- Information about TSMs can also 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)
- The DfE webinar about TSMs can be viewed here: <https://youtu.be/ERNHbDZiHs4?list=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b>
- The backstop position for all schools is EWS Attendance Helpline (0117 3521438 or education.welfare@bristol.gov.uk) and weekly attendance drop-in (please refer to the meeting link further on in this publication).
- If your school has not yet been contacted by one of our officers, please get in touch with us via email on education.welfare@bristol.gov.uk to request a contact.

EWS traded attendance support options



The EWS has a variety of attendance support options that you can buy - other independent attendance providers are also available. 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).

- **Flexible support** charged at our half/whole day rates £295/£510 – general flexible attendance support. Good for short pieces of targeted input on a 1:1 basis across several CYP/families.
- **EWS parent/pupil attendance assessment** charged at £295 with the option of upgrading to full referral rate on conclusion – a more in-depth piece of one-off direct work with the family. An EWO contacts parent(s) and arranges to carry out an EWS assessment (Individual Assessment Profile) to explore the reasons for absence and if appropriate draws up an action plan with the parent(s)/carer(s) to resolve their child's attendance issues.
- **EWS full casework referral** charged at £855 per case – an in-depth piece of 1:1 direct work with the family over a number of weeks with the aim of improving attendance or instigating legal proceedings if there is evidence to do so. End to end case management included and it includes the above EWS parent/pupil attendance assessment and attendance action plan.

For further information please refer to the EWS brochure which is available to download from the Attendance Toolkit

(<https://bristolcouncil.sharepoint.com/sites/AttendanceToolkit/SitePages/CPD-%26-Training.aspx>) or contact us via email at education.welfare@bristol.gov.uk

Penalty Notices



The Penalty Notice process is time sensitive, please ensure you get Penalty Notice requests to us in a timely way. This is because of something called the legal 6-month time limitation factor. We ask that requests reach us within 2-school weeks of the last unauthorised absence once the child has returned to school.

Don't forget that in August the law around Penalty Notices changed and consequently:

- There are new Penalty Notice amounts which must be reflected in your documents
- You must apply the new duty to consider a Penalty Notice
- We ask that you use the local authority's fully revised forms to request a Penalty Notice

Incorrect documents will cause delays, and in some cases may result in rejection or withdrawal of a Penalty Notice request.

If you have questions about Penalty Notices our helpline will be happy to assist: educationpenaltynotices@bristol.gov.uk

Children missing education (CME) and pupil tracking



TRADING WITH SCHOOLS Education Welfare Service

Children Missing Education

Guidance for adding & deleting pupils from roll at non-standard transition points

CME and Pupil Tracking are processes that are designed to support schools to trace and locate pupils whose whereabouts are unknown/missing/failed to return/moved away. The processes support schools with the practical application of putting pupils on roll and taking pupils off roll. 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

Additionally, we have recently become aware of individual children who have been removed from school rolls retrospectively, this is also sometimes known as 'backdating the deletion'.

The Working Together to Improve School Attendance guidance -

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> Under the section – Deletion of names from admissions register, paragraph 221 states the following:

A school cannot retrospectively delete a pupil's name from the admission register or attendance register. The admission register and attendance register must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.



Elective Home Education (EHE)

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

Please **do not persuade or encourage** parents to consider EHE as an option as this could be perceived as coercion and off-rolling.

However, if a parent raises EHE, please do signpost them to impartial information that outlines what EHE entails.

EHE should not be used as a way to avoid suspensions, permanent exclusion or to avoid attendance legal interventions.

Please ensure any parents considering EHE are made aware of the LA EHE guidance [Home education - bristol.gov.uk](https://www.bristol.gov.uk/home-education)

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

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.

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



Admissions applications – standard transition

Objective = reducing and preventing children missing education at transition points

Please support parents/carers to make admissions applications, particularly those families that might need extra support and those families who join your setting part way through the academic year.

- Secondary application national deadline – **31st October 2024** – please check all families with current Year 6 pupils have applied & support any who haven't
- Reception application national deadline – **15th January 2025**
- Sufficiency challenges and availability of school places exist especially for secondary provision
- Better late than never - late applications are permissible, but are processed after on-time applications and may impact the likelihood of getting a parental preference offer



Enjoy a Fun-Filled Winter with Your Holiday Hub!

This winter, Bristol's children and young people can dive into a world of fun, learning, and friendship through **Your Holiday Hub!** Running from Monday, 23rd December to Friday, 3rd January, Your Holiday Hub is offering a wide variety of fully funded activities for eligible children from Reception age to Year 11 who receive benefits-related free school meals. With over 30 providers across the city, children and young people can join in activities ranging from sports and games to cooking, music, and arts—ensuring there's something for everyone this festive season!

Councillor Christine Townsend, Chair of the Children and Young People Committee, shared, "Your Holiday Hub continues to support thousands of local families by offering engaging, fully funded activities each holiday. Every session not only

provides fun and learning but also healthy, delicious meals that often introduce children to new and exciting flavours.”

Most providers take part in training led by WECIL (West of England Centre for Inclusive Living), a user led organisation that supports Disabled people, which highlights areas of best practice and has helped improve accessibility for all sessions. To make sure individual providers can give the required level of support for each child, parents are asked to contact providers in advance to discuss their child's individual needs.

We encourage schools to share information about Your Holiday Hub with eligible families, helping us reach those who can benefit most while supporting schools by ensuring children return feeling nourished, engaged, and ready to learn.

For more information about Your Holiday Hub or to book a session near you, go to: [Your Holiday Hub Bristol - Your Holiday Hub Bristol](#)

Bristol Healthy Schools



The Bristol Healthy Schools team provides support for Bristol schools to improve the health and wellbeing of pupils, staff and families.

School Community Health Profile - individual, tailor-made profiles will be distributed to each school this winter, please get in touch to confirm your Healthy School Lead contact details: healthy.schools@bristol.gov.uk.

Bristol Healthy School also offers:

- 1:1 support meetings
- Step by step checklists
- Awards scheme
- Advice and guidance from specialists
- Webinars
- Healthy Schools/PSHE Network meetings
- Bristol Pupil Voice
- Healthy Schools Website



Contact: healthy.schools@bristol.gov.uk

www.bristol.gov.uk/bristol-healthy-schools

[Sign up for the monthly newsletter](#)



Illness and absence Information

Should I keep my child off school?



The UK Health Security Agency and NHS England have produced a poster to assist parents/carers with navigating the decision about how ill is too ill for school. The poster can be shared with your school community and is available via this link:

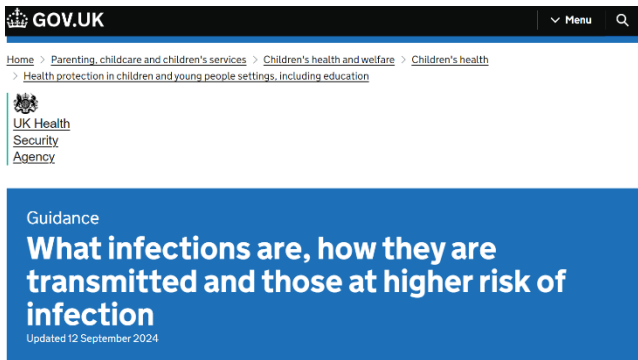
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1070910/UKHSA-should-I-keep-my_child_off_school_guidance-A3-poster.pdf



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:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Infection prevention and controls in schools



Health protection in schools guidance has been updated in relation to both transmission and exclusions. This is a practical guide for staff on managing cases of infectious diseases in children and young people settings, including education.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>



Measles

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

Leaflets and posters in a several different languages can be downloaded here:
[Measles outbreak resources - GOV.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 <https://sirona-cic.org.uk/children-services/services/school-nursing-service/> along with more details about our School Nursing service.

Children's vaccinations



Childhood infections like measles and whooping cough are rising, with outbreaks across the country. Such infections can have a huge impact on your child's life. They can miss out on learning time because they are unwell, be hospitalised, and even experience life-long complications and disability. If your child isn't vaccinated, they're not protected.

It is important for you to take up the offer of the NHS' free childhood immunisation programme as soon as you are offered it to ensure your child has the best protection. However, if you or your child have missed a vaccine, it is never too late to check if you can catch up. You can check your child's Red Book to see if they have missed any vaccines or check with their GP if you are unsure. The school aged immunisation service (SAIS) is available for all children of school age, irrespective of their education setting. Your child's GP surgery or the Local Authority Public Health teams will be able to provide contact details of your local SAIS.



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](https://www.joinesol-communitylearningbristol.org/)

[\(communitylearningwest.net\)](https://www.communitylearningwest.net/)

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

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)

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:

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

Meeting ID: 956 5974 8840

Passcode: 354077

Bristol City Council's 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.

Section 5: 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.

Term 1 24/25 Data



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: 66050 Settings: 148	92.8% 90.6%	6.2% 4.9%	3.0% 2.3%	2.2% 2.0%	25.9% 20.1%	3.2% 2.8%
Primary Pupils: 43273 Settings: 108	94.7% 93.8%	4.2% 3.8%	2.0% 1.5%	1.3% 1.2%	16.4% 14.7%	1.3% 1.2%
Secondary Pupils: 24735 Settings: 22	91.5% 88.3%	8.2% 5.7%	3.5% 2.8%	3.7% 3.2%	36.0% 23.6%	4.7% 3.8%
PRU Pupils: 1172 Settings: 4	41.4% 38.9%	51.1% 49.9%	10.0% 8.7%	1.2% 1.4%	69.1% 71.5%	49.8% 52.1%
Special Pupils: 1389 Settings: 11	84.6% 81.8%	12.1% 9.6%	6.0% 5.8%	0.9% 0.8%	46.7% 41.5%	11.5% 9.6%
All-through Pupils: 2919 Settings: 3	88.3% 82.1%	8.7% 6.0%	9.2% 5.7%	4.3% 3.5%	48.9% 32.6%	10.9% 7.2%

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.