



Attendance Weekly Update

w/c 9th January 2023

Persistent and Severely Absent Pupils

In line with government guidance Working Together to Improve School Attendance (2022), it is important that schools identify pupils who are persistently absent (below 90% attendance) and those that are severely absent (below 50% attendance). It is important that schools take the most appropriate course of action to improve attendance for each of the pupils who fall into these categories. To support this area of work we remind colleagues of the Weekly Attendance Drop-in held every Tuesday between 11am -12noon – details of how to access the sessions can be found later in this update.

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



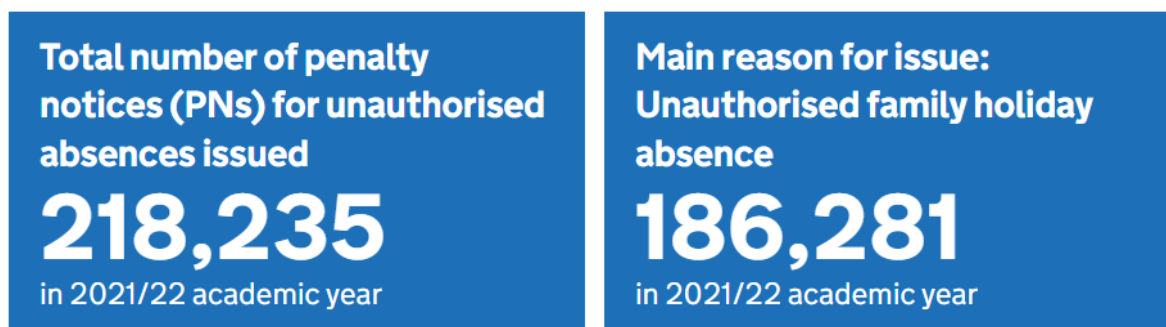
Last year a guidance document was produced utilising a community based approach to effective transition between provisions across the City of Bristol (Year 6-7). Successful transition supports securing high levels of attendance, successful educational outcomes and the development of a sense of belonging.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

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

Parental Responsibility Measures

At the end of last term, the government published their latest release on parental responsibility measures for attendance used by schools and local authorities to improve poor attendance. The headlines from this release indicate:

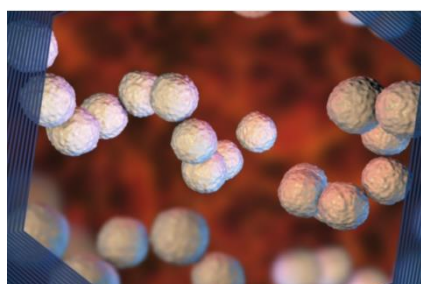


There were 218,200 penalty notices issued in the 2021/22 academic year. The majority of those, 85%, were issued due to unauthorised family holidays. 0.6% were issued for being late and the remainder issued for other reasons

The data for 2021/22 shows a large increase in the use of all measures following the disruption caused by the pandemic in 2020/21, when 45,800 penalty notices were issued. Despite this, all measures are below pre-pandemic levels. Attendance at school was heavily disrupted in 2020/21, and for two months measures were disapplied when schools were not open to all pupils. No data was collected for 2019/20.

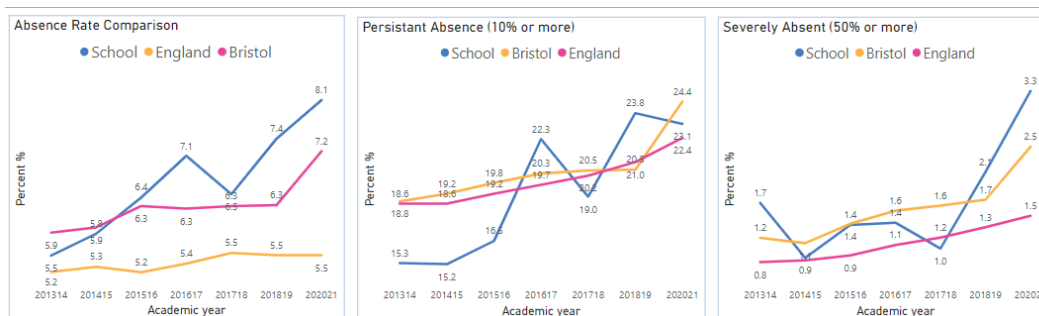
For further information please visit [Parental responsibility measures, Academic Year 2021/22 – Explore education statistics – GOV.UK \(explore-education-statistics.service.gov.uk\)](https://www.gov.uk/explore-education-statistics)

Webinar on Managing Group A Strep (GAS) Infections in early years and school settings on Thursday 12th Jan at 4pm.



UKHSA have advised that an additional webinar date has been set up for those who were unable to book onto the special webinar on managing Group A Strep (GAS) infections in Early Years and Education settings (held 5th Jan). This additional webinar will take place on Thursday 12 January 2023 at 4pm. This webinar is free and give participants the opportunity and will cover infection prevention and control and outbreak management. The focus this time will be on Group A Strep GAS. Participants have the opportunity to ask questions and will also receive the informative slide pack. Any early years or school staff can attend the session – book a slot here <https://www.eventbrite.co.uk/e/managing-group-a-strep-gas-infections-in-early-years-and-school-settings-tickets-506051863747>

School Data Packs Update - **Information Required REMINDER**



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](#)

CAMHS Primary Mental Health Specialists - Emotionally Based School Refusal 17th January 2023 9.30am-12noon

Outline

This course will explore key concepts around emotionally based school attendance difficulties for children and young people.

This course will enable colleagues to think together about what may cause

these difficulties and what roles school and other agencies can play in supporting



children and young people to access education.

For further information please visit

[CAMHS Primary Mental Health Specialists - Emotionally Based School Refusal | Trading with Schools](#)

Booking Information

www.tradingwithschools.org

email: tradingwithschools@bristol.gov.uk

Phone: 0117 9222444

An introduction to attendance course - For new attendance officers and school based attendance leads and senior leaders with oversight of attendance - 13th and 20th January 2023 10am-12noon

This course will:

- Provide new attendance members of school staff an overview to the components of school attendance oversight including key terminology
- Outline sources of information including national legislation and guidance and local authority level processes and procedures
- Provide an overview of the basic attendance procedures including absence coding information
- Provide information about the importance of compliance with adjustment to roll processes
- Outline the basics of parental responsibility measures including legal interventions, case managements and attendance data analysis
- Outline how to stay connected with the local authority for attendance support and advice

This virtual course will support schools and settings to work in partnership with the local authority to meet the expectations identified in the new DfE attendance guidance 'Working Together to Improve School Attendance' 2022.

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 | Trading with Schools](#)

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:

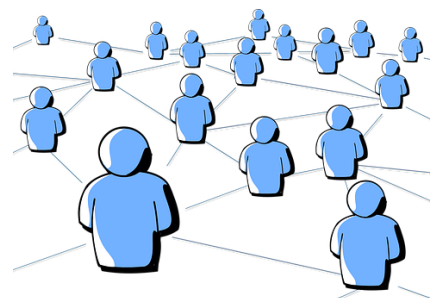
January 2023

Tuesday 24th 1-3pm

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

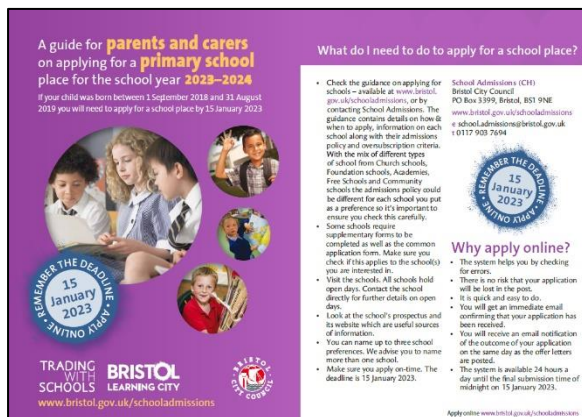
Locality Meetings Term 3



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

Reception Applications for September 2023



A guide for **parents and carers** on applying for a **primary school place** for the school year **2023-2024**

If your child was born between 1 September 2018 and 31 August 2019 you will need to apply for a school place by 15 January 2023

REMEMBER THE DEADLINE! 15 January 2023

TRADING WITH SCHOOLS BRISTOL LEARNING CITY

www.bristol.gov.uk/schooladmissions

BRISTOL CITY COUNCIL

What do I need to do to apply for a school place?

- Check the guidance on applying for schools - available at www.bristol.gov.uk/schooladmissions, or by contacting School Admissions. The guidance contains details on how to apply, information on each school along with their admissions policy and oversubscription criteria. With the mix of different types of school from Church schools, Foundation schools, Academies, Free Schools and Community schools the admissions policy could be different for each school you put as a preference so it's important to ensure you check this carefully.
- Some schools require supplementary forms to be completed as well as the common application form. Make sure you check if this applies to the school(s) you are interested in.
- Visit the schools. All schools hold open days. Contact the school directly for further details on open days.
- Look at the school's prospectus and its website which are useful sources of information.
- You can name up to three school preferences. We advise you to name more than one school.
- Make sure you apply on-time. The deadline is 15 January 2023.

School Admissions (C11)
Bristol City Council
PO Box 3399, Bristol, BS1 9NE
www.bristol.gov.uk/schooladmissions
e school.admissions@bristol.gov.uk
t 0117 933 7694

Why apply online?

- The system helps you by checking for errors.
- There is no risk that your application will be lost in the post.
- It is quick and easy to do.
- You will get an immediate email confirming that your application has been received.
- You will receive an email notification of the outcome of your application on the same day as the offer letters are posted.
- The system is available 24 hours a day until the final submission time of midnight on 15 January 2023.

Apply online www.bristol.gov.uk/schooladmissions

Reception Admission – September 2023

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

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 15th 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.

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 \(sharepoint.com\)](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 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	87.58						All-through	87.58	All-through	86.80
Specialist	78.91						Specialist	78.91	Specialist	73.51
Primary	93.87						Primary	93.87	Primary	93.45
Secondary	90.07						Secondary	90.07	Secondary	90.00
All	91.97						All	91.97	All	91.44

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.