



Attendance Weekly Update

w/c 19th September 2022



As you will be aware, the funeral of HM Queen Elizabeth II took place on Monday 19th September and this day was a Bank Holiday. 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.

We know that during this moment of national shock and mourning many children will be feeling anxious. We have advice on how to have difficult conversations with children and how to respond to mental health issues on NSPCC Learning. Further support is available through Childline.

Read the news story: [NSPCC mourns death of Queen Elizabeth II](#)

Visit Childline: [Childline](#)

Healing Classrooms



After a successful launch in the South East The [International Rescue Committee](#) is delighted to offer our free Healing Classrooms teacher training programme to schools in the South West of England. The programme, which consists of three, one hour, after school sessions helps schools to better support refugee students. During the sessions information and advice is provided on toxic stress, trauma informed pedagogy and social emotional learning as well as numerous teaching resources. We also offer in

person training sessions for individual schools or MATs. More information, including available sessions and resources can be found on our [Healing Classrooms](#) website. You can sign up to our monthly newsletter where we share news about our programmes and upload new resources [here](#).

Department for Education -Period Products Scheme

Period products, such as pads and tampons, should be available for all who need them, when they need them, in order to access education. Having periods should not be a barrier to education for anyone. Making girls and women aware of the scheme is vital to making sure they can access period products when they are needed and to reduce the stigma surrounding periods.

The Department for Education scheme is for all girls and women who need to access period products in their place of learning in order to access education.

When ordering products, schools should consider the specific needs, characteristics and preferences of all learners.

When deciding how to distribute products, schools should consider the potential impact that any perceived stigma around periods could have on access to products.

For more information please visit [The Period Product Scheme: providing young](#)

[people with period products when they need them - The Education Hub \(blog.gov.uk\)](#)

Up to date guidance can be found by visiting [Period products in schools and colleges - GOV.UK \(www.gov.uk\)](#)



Education Welfare Service CPD Courses for Schools Academic Year 2022-23



To assist with your planning for the next academic year the Education Welfare Team has released key dates for training and CPD opportunities. Please note that additional course 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 21 Sep 2022 12:00 – 14:30

Wed 30 Nov 2022 12:00 - 14:30

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 5 Oct 2022 12:00 - 14:30
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 28 Sept 2022 10:00 - 12:00
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)

Wed 23 Nov 2022 12:00 - 14:30
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 16 Nov 2022 10:00 – 12:30

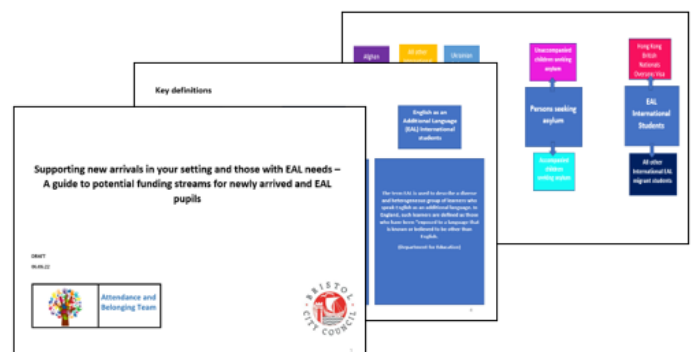
Wed 15 March 2023 13:00 – 15:30

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

Supporting new arrivals from overseas in your setting and those with EAL needs - A guide to potential funding streams for newly arrived overseas and EAL pupils



This document contains a number of diagrams and flowcharts to outline the different arrival routes that some children and families may take when settling in the UK from overseas. This document also contains information regarding children and young people with English as an Additional Language (EAL), some of whom will be newly arrived in the UK. This document also explains the different funding streams available for each cohort where available (Refugees, Asylum Seekers, EAL International students) and what schools and settings need to do when applying for funding. In addition there is advice on how to support the children and young people using the funding where available.

A summary of this document has also been produced to provide colleagues with a synopsis of the main guidance.

Access to the main document and summary is via the Attendance Toolkit details of which can be found later in this update.

Reminder 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.

Reminder 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 \(bristol.gov.uk\)](http://bristol.gov.uk)

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.

Reminder 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 you school website.

Reminder 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 if you are able to attend one of the locality meetings shown in the table below.

Meeting	Date	Time	Meeting link
North Primary	19 th Oct 22	11am-12noon	Click here to join the meeting
South Primary	21 st Sept 22	10.30am- 12noon	Click here to join the meeting
East/ Central Primary	29 th Sept 22	10.30am- 12noon	Click here to join the meeting
North Secondary	13 th Oct 22	10.00am- 11.30am	Click here to join the meeting
South Secondary	7 th Oct 22	10.30am- 12noon	Click here to join the meeting
East/Central Secondary	27 th Sept 22	2.00pm -3.30pm	Click here to join the meeting
Specialist	TBC	TBC	TBC

ALP	28 th Sept 22	1.30pm -3pm	Click here to join the meeting
Independent	14 th Oct 22	10.30pm-12noon	Click here to join the meeting

Reminder - 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: 27th 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:



Reminder - Reception and Year 7 Admissions 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

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 (CHI)
Bristol City Council
PO Box 3399, Bristol, BS1 9NE
www.bristol.gov.uk/schooladmissions
e schooladmissions@bristol.gov.uk
t 0117 903 7694

REMEMBER THE DEADLINE! 15 January 2023

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.**

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.

apply for a **secondary school** place for the school year **2023–2024**

If your child was born between **1 September 2015** and **31 August 2012** you will need to apply for a school place by **31 October 2022**

REMEMBER THE DEADLINE! 31 October 2022

TRADING WITH SCHOOLS BRISTOL LEARNING CITY
www.bristol.gov.uk/schooladmissions

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

- Check out the guidance on applying to 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. School websites provide details of open evenings and other events.
- 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 31 October 2022.

School Admissions (CHI)
Bristol City Council
PO Box 3399, Bristol, BS1 9NE
www.bristol.gov.uk/schooladmissions
e schooladmissions@bristol.gov.uk
t 0117 903 7694

REMEMBER THE DEADLINE! 31 October 2022

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 31 October 2022.

Apply online www.bristol.gov.uk/schooladmissions

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 31st 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.

Reminder Welcoming and supporting refugee and asylum seeking children/young people into your setting - One day training 27th 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.

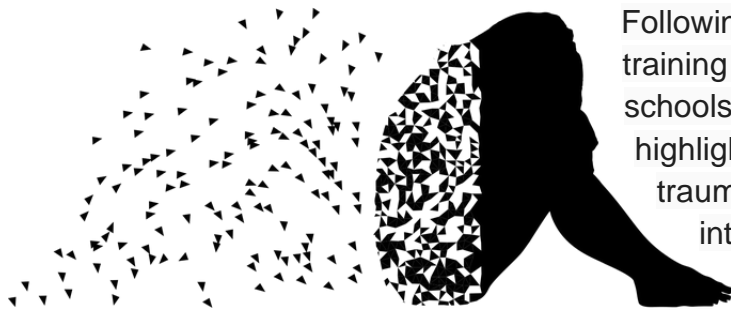
For further information

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

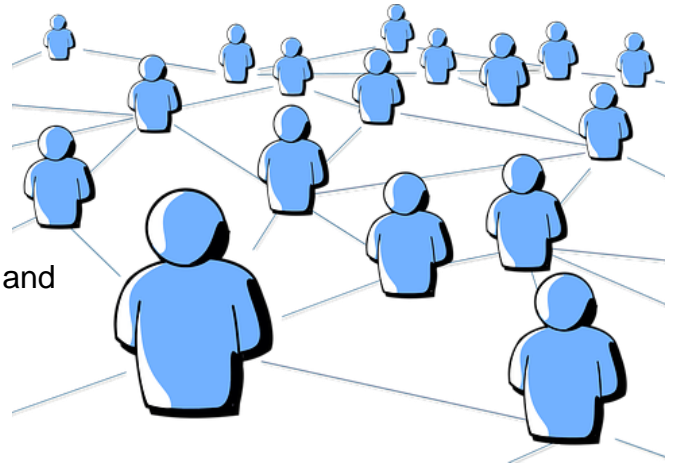
Wednesday 21st September 2022- 10:00- 13:00

Wednesday 30th November 2022- 10:00- 13:00

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

Reminder 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 8th 1-3pm

Wednesday 9th 12-2pm

Thursday 10th 10-12 noon

January 2023

Tuesday 24th 1-3pm

Wednesday 25th 12-2pm

Thursday 26th 10-12 noon

April/May 2023

Thursday 27th 1-3pm (April)

Wednesday 3rd 12-2pm (May)

Thursday 4th 10-12 (May)

Training – virtually, via Zoom

Booking via Trading with Schools

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

Reminder Weekly Attendance Officer Drop-in Sessions – Every Tuesday



meeting at:

<https://zoom.us/j/92106436030?pwd=NEpsN2tJZGFzVUZ3cWRWbDZGTGVtZz09>

- 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

Reminder 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



Reminder 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](#)

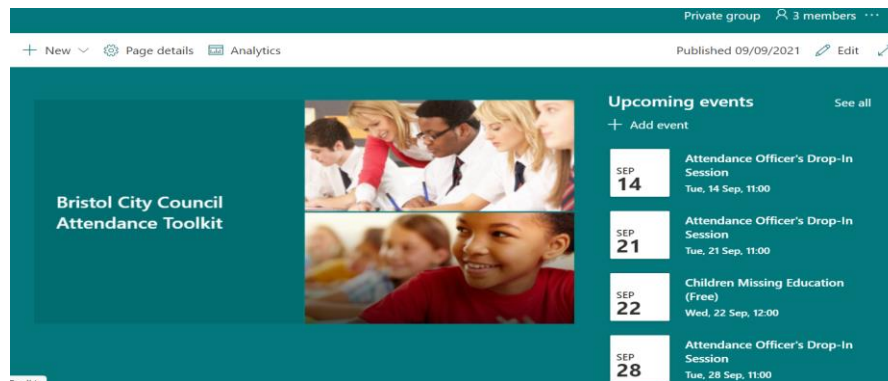
Important please note they are a Ukrainian Refugee in the free text at the end of the form If you have any queries about the admissions arrangements for any new Ukrainian pupils please contact the attendanceandbelongingteam@bristol.gov.uk

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!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2l0BBIODVI6bMzatBRpYgZrW3mmJEKB-RIA\\$](https://urldefense.com/v3/_https://www.dropbox.com/s/tytnfep44kc8ar1/Refugee*20Posters*20Style3.pdf?dl=0_ ;JSU!!KUxdu5-bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2l0BBIODVI6bMzatBRpYgZrW3mmJEKB-RIA$)

Attendance Toolkit



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

For BCC Staff

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

For Non- BCC Staff

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

Local Attendance Data

Term 1

Phase	Week 1	Week 2	Week 3	Phase	Term to Date	Phase	Year to Date
All-through		92.12	89.02	All-through	90.62	All-through	90.62
Specialist	35.66	72.34	82.70	Specialist	76.63	Specialist	76.63
Primary	88.98	95.14	95.10	Primary	95.06	Primary	95.06
Secondary	92.85	93.99	93.01	Secondary	93.51	Secondary	93.51

All	86.87	94.12	93.82	All	93.92	All	93.92
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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.