



Attendance Weekly Update

w/c 20th February 2023

Introduction



Welcome back! We hope you managed to have an enjoyable break over half term. We have a number key features to share with you in this edition of the Weekly Attendance Update including: free training to support refugee children delivered by the Healing Classrooms programme; new government guidance 'Summary of responsibilities where a mental health issue is affecting attendance' 2023 and attendance data relating anxiety

and Emotionally Based School Avoidance (EBSA).

International Rescue Committee 'Healing Classrooms' FREE Training

The [International Rescue Committee](#) is delighted to offer their free training programme to educators in Bristol.



What is the Healing Classrooms programme?

Crises, conflict and displacement have a direct and profound impact on the physical integrity, well-being and learning ability of refugee children and young people. With the right support, the negative effects of suffering and stress can be reduced and refugee children can heal, grow, learn and thrive.

The [Healing Classrooms](#) approach, based on over 40 years of research, provides you with the resources and support to achieve this. It covers **how to provide safe and supportive learning environments** for refugee students in your school alongside practical advice and resources on **how to incorporate social-emotional learning and trauma-informed pedagogy** into the curriculum.

To register for this free online training, please click the link below:

Online training sessions

The training consists of **3 online sessions** led by an IRC education specialist who has experience of the English education system as well as having worked with refugees both in this country and abroad. The sessions will provide you with an opportunity to learn about the Healing Classrooms model and to share expertise with other educators.

Each session will last around 1h30min and will take place on **Wednesday 10 May, 17 May and 24 May at 4 pm**. Once you have registered, we will send you a Healing Classrooms educator handbook in the post. You will need this during the sessions.

[Register here](#)

Impact of Mental Health on School Absence

Here are just a few figures to draw to your attention about the impact of mental health on school absence

- Anxiety has caused **2.2%** of all illness absences this school year.
- Mental health complaints make up **5.2%** of all this year's illness absences.
- Mental health-related absence reports are **131%** higher than in 2018/19.

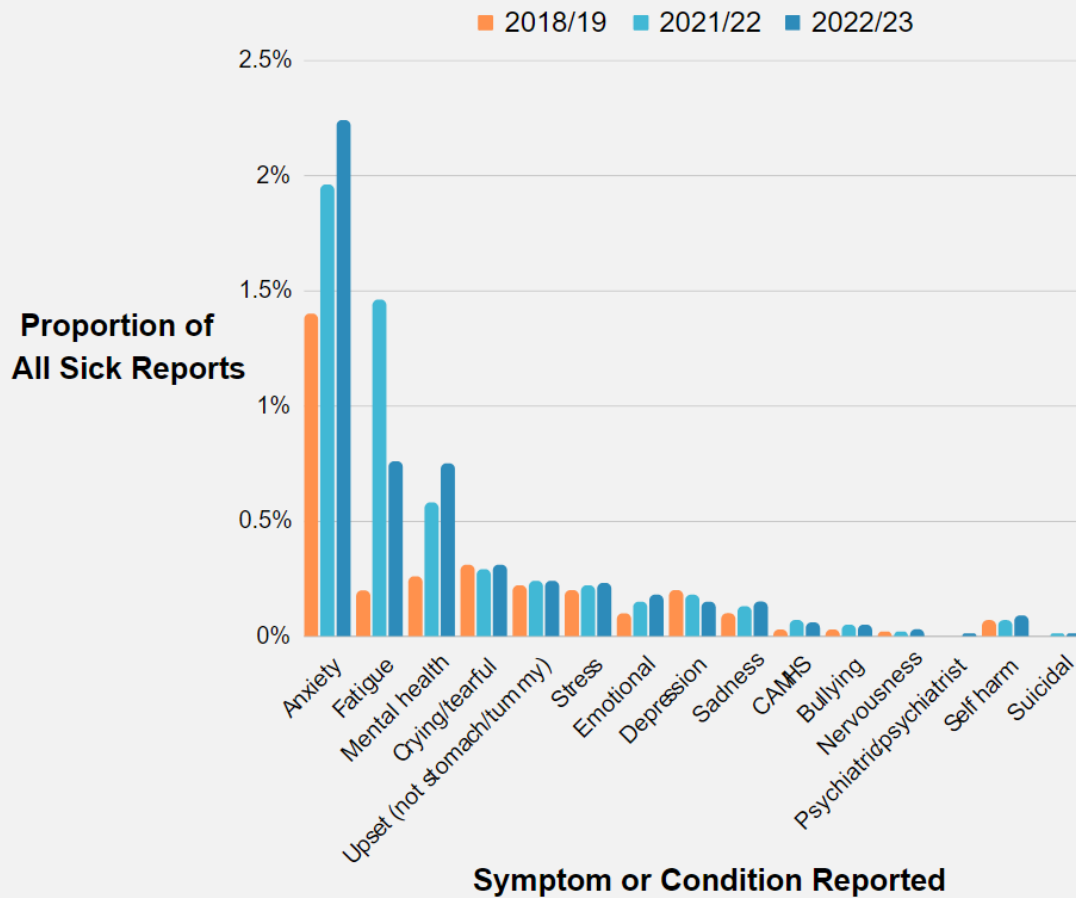
This data has come from illness absences reported by parents across the country via [Studybugs](#).

Compared to 2018/19 (the last full year before Covid-19 school closures), several symptoms and conditions make up a higher percentage of all illness absences, including anxiety, fatigue, stress and suicidal thoughts.

What is interesting is the contrast with the previous school year (2021/22). In both of these post-Covid years, the total number of mental health illness absences is higher, but there are differences between the specific complaints. The most notable of these is 'fatigue', which made up 1.46% of all sick reports last year, but 0.76% this year.

Please see the graph 'The Story this Year' for further details.

The Story This Year



Summary of responsibilities where a mental health issue is affecting attendance



Last week the Department released new guidance entitled ‘Summary of responsibilities where a mental health issue is affecting attendance’ Feb 2023.

This document builds on the ‘Working together to improve school attendance’ (2022) guidance and should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting children with medical conditions, suspensions and exclusions, alternative provision, and safeguarding. A list of relevant links to further guidance is available at the end of this document.

The guidance makes clear the expectations placed on school staff as well as academy trustees/governing bodies, parents/carers and Local Authorities (LAs) where there is a pupil experiencing social, emotional or mental health issues that are

affecting attendance. This guidance applies to any pupils displaying any social, emotional or mental health issue that is affecting their attendance. It is not only for pupils who have a diagnosed mental disorder, or a disability or special educational need.

The guidance provides a useful summary of responsibilities for parents/carers, school staff, academy trustees and governing bodies as well as the local authority. It also provides examples of effective practice and links to further relevant guidance.

For further information please visit [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Employ an academic mentor in your school

For some pupils the support of an academic mentor can support a child returning back to school and overcoming other barriers to attendance. Academic mentors are salaried, in-house members of staff who are recruited and matched to a school by the DfE delivery partner, Cognition Education.



To make the most of a school's National Tutoring Programme (NTP) funding, academic mentors can be hired on a full or part-time basis. Academic mentors can also be shared between schools. This means they are well-positioned to offer targeted support at specific times of year, such as preparing for upcoming mock exams.

All academic mentors have met NTP's academic criteria and have undertaken high-quality training from our delivery partner, Education Development Trust.

[Applying for an academic mentor](#) is simple and quick. Cognition Education, can match suitable applicants to your school's needs.

For more information on academic mentors, as well as our other tutoring routes, the [National Foundation for Educational Research \(NFER\)](#) and [the Educational Endowment Foundation \(EEF\)](#) have each published practical guides to support school leaders and teachers to implement tutoring effectively.



First Anniversary of Russian Invasion of Ukraine

February 24th marks the first anniversary of the Russian invasion of Ukraine. This will be an important date for many of our pupils and their families who are now living in Bristol.

Two events taking place in the city to mark the anniversary are detailed below

- Friday 24th February 4pm-6pm

Families are invited to the Conference Room at City Hall. This will be an opportunity for quiet reflection and will allow families across Bristol to come together, and possibly sing traditional songs, etc. There will be a focus on peace, and families can lay flowers and write and post messages of memories/thoughts/hopes etc.

- Saturday 25th February (all day – times to be confirmed)

There will be a Ukrainian Community event taking place on the bottom floor of The Galleries. There will be stalls and events celebrating Ukrainian culture. Schools may like to share work, pictures, stories etc from their new Ukrainian pupils as part of this event. If you would like more information, please contact the Attendance and Belonging Team at attendanceandbelongingteam@bristol.gov.uk



TFD
THE THINK FAMILY DATABASE

Think Family Education App

The Think Family Education (TFE) app has been developed by Bristol City Council and provides colleagues in

schools with routinely updated pupil information relating to a pupil's wellbeing, safeguarding and vulnerability for all young people attending your school, including their status in the child protection / safeguarding system, details of lead professionals involvements, services they are open with, police information on domestic incidents, those reported missing, and any entering the criminal justice system. It facilitates multi-agency working by displaying a joined up single view of a pupil. It also provides advanced information on young people transitioning to the school once they have accepted their place the summer before arriving.

It was created with consultation of school staff in particular Bridge Learning Campus and more latterly the schools in their Trust (Orchard, Filton, Parsons Street), who helped identify key problems with current data sharing practices within educational settings and the data requirements that would be most impactful in supporting their pupils. The feedback we have received has been very positive.

This work has been carried because we successfully bid for Government funding to significantly improve information sharing between the Bristol City Council / police and educational settings. I am pleased that we are now in a position having developed and tested the app for it to go live across all schools in the City. We believe this is a notable and exciting opportunity, entirely focused in helping you to understand the lives of your pupils better and support you in meeting their needs. It is free !

To take the opportunity forward in your school there are some basic steps which we need you to engage in. If your school has not already signed up (please check with your head teacher and or Designated Safeguarding Lead DSL) can you:

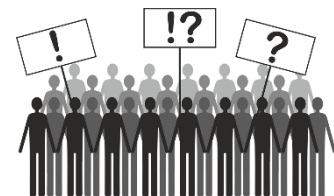
Sign and return the 'Service User Charter' on behalf of the School it also confirms your adherence to the information sharing agreement (available on the Attendance Toolkit under 'Think Family Education App) to TFD-External@bristol.gov.uk

Once you have completed this you will be sent another email asking you to enter the name and email details of the staff who you would wish to have access to the Think Family Education App. They will in turn receive an emails asking them to complete a ten minute online training course explaining how the app works and some basic explanatory information which when completed will authorise their access. Please feel free to include yourselves on that list.

Industrial Action coding - reminder

Recording pupils' attendance

If a school has to restrict attendance by telling some pupils not to attend school on a strike day, the **Y code** should be used for pupils who told not to attend. Pupils who are required to attend should be marked in the normal way. If a pupil is required to attend school on a strike day but does not, then they must be recorded as absent. The Y code does not count towards the pupil or school's absence record.



Supporting the Mental Health Needs of Refugees and Asylum Seekers

The training will be delivered by clinical psychologists working for 'Hope: Asylum Seeker & Refugee Traumatic Stress Service'. If any of you would like to join, you'd be more than welcome.



Here is a summary of the remaining session

Wednesday 22nd February from 12:00-13:00

Self-care, boundaries and vicarious trauma

- During this session, the focus is on how you can look after yourselves whilst supporting others; touching on how and why to keep boundaries and how we might be affected by the stories that we are hearing.

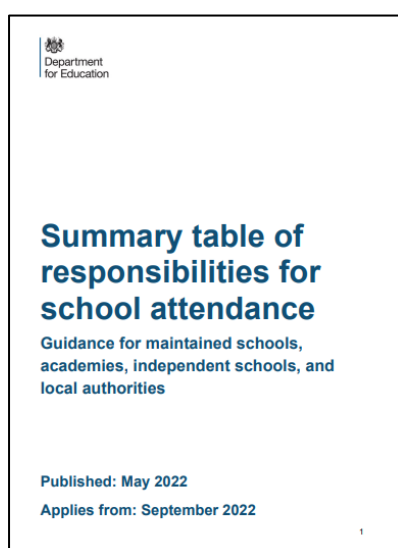
Link to join Via Teams:

[Click here to join the meeting](#)

Meeting ID: 313 191 963 17

Passcode: QqTvDS

Summary Table of Responsibilities for School Attendance



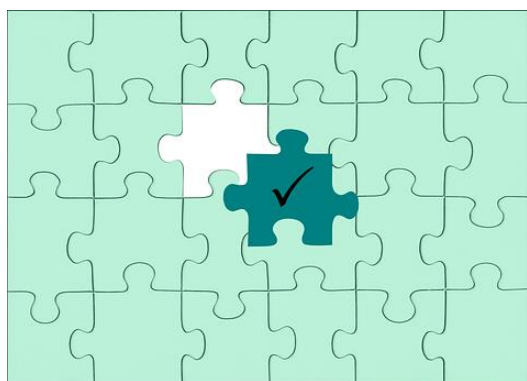
This document summarises the attendance responsibilities for parents, schools, academy trusts, governing bodies, and local authorities which are outlined in the 'Working Together to Improve School Attendance Guidance' 2022. This is guidance from the Department for Education (DfE). This guidance is non-statutory, and has been produced to help schools, trusts, governing bodies, and local authorities maintain high levels of school attendance. This guidance summary is really helpful to assist colleagues in schools and settings with planning and sharing the importance of attendance related matters with staff and governing bodies.

The guidance should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting pupils at school with medical conditions, suspensions and exclusions, alternative provision, and safeguarding.

For more information please visit:

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Admissions messaging supporting early identification of Children Missing Education **Action Required**



To ensure all children and young people receive a place at a school or education provision in a timely way, in circumstances where schools and settings are unable to offer a place, we request that the following information is included in any written correspondence to parents and carers:

We are sorry that we have been unable to offer your child a place at our school.

To help support your child access education provision please email childrenmissingeducation@bristol.gov.uk if you live in Bristol and:

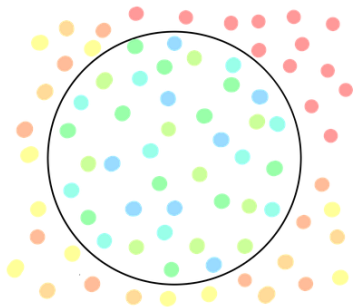
- your child is not currently on roll at a Bristol school or receiving elective home education*
- you applied directly to a school and were told there are no places in the appropriate year group*
- you applied directly to a school more than 10 school days ago and have not had a response*

If you manage your own in-year admissions arrangements, and you are unable to offer a place please also complete the Child Missing Education form to notify the local authority of this situation, further details including the notification form are found in the link below:

[Children missing education \(CME\) \(bristol.gov.uk\)](https://bristol.gov.uk)

We also want to remind schools and settings that even if you are over-subscribed, parents and carers **must not be refused the opportunity to make an application** or be told that they can only be placed on a waiting list rather than make a formal application. They should still be encouraged to apply for a place for their child please see [School admissions code 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Exclusions Task and Finish Group



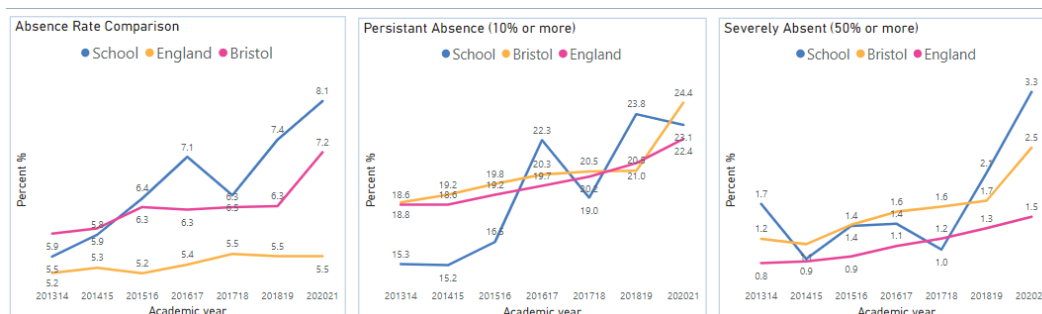
Following a short break, the Exclusions Task and Finish Group is recommencing later on this month. This group is made up of key stakeholders who are interested in understanding the factors that underpin exclusions and suspensions and to explore how we can reduce the number of incidents experienced by pupils across the city.

Dates of the upcoming meetings:

- Wednesday 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 interested in joining this group, please contact the Attendance and Belonging Task Group for further information at attendanceandbelongingteam@bristol.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

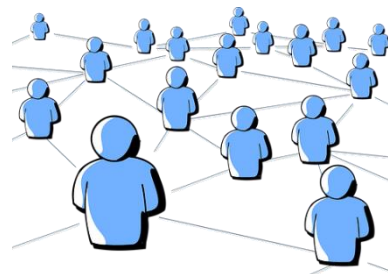
Dates for the upcoming SANS meetings later in the academic year are detailed below:

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 that colleagues book via [TWS](#) 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 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 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 4



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 following table:

Term 4

Meeting Type	Locality meeting date	Locality meeting time	Link
ALP	Weds 22.03.23	1.30pm - 3pm	Click here to join the meeting
E&C Secondary	Tues 14.03.23	2.00pm - 3.30pm	Click here to join the meeting
E&C Primary	Thurs 09.03.23	10.30am - 12pm	Click here to join the meeting
Independent	Fri 17.03.23	10.30am - 12pm	Click here to join the meeting
North Primary	Weds 22.03.23	11am - 12.30pm	Click here to join the meeting
North Secondary	Thurs 23.03.23	10.30am - 12pm	Click here to join the meeting
South Primary	Weds 15.03.23	10.30am - 12pm	Click here to join the meeting
South Secondary	Friday 24.03.23	10.30am - 12pm	Click here to join the meeting
Specialist	Weds 29.03.23	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](#)

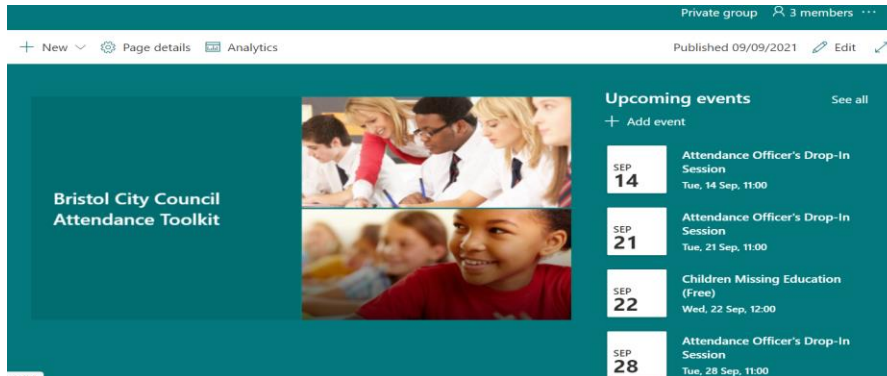
Important please note they are a Ukrainian Refugee in the free text at the end of the form If you have any queries about the admissions arrangements for any new Ukrainian pupils, please contact the attendanceandbelongingteam@bristol.gov.uk

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



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	87.92	88.42	87.80	87.27	85.76	87.22	All-through	87.40	All-through	86.99
Specialist	70.95	73.80	72.64	71.34	69.17	72.27	Specialist	71.78	Specialist	72.47
Primary	93.95	95.35	95.19	94.35	93.92	94.40	Primary	94.59	Primary	93.75
Secondary	90.84	91.14	91.11	90.16	89.41	89.71	Secondary	90.42	Secondary	90.23
All	91.89	92.93	92.77	91.91	91.31	91.83	All	92.15	All	91.62

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.