



# Attendance Weekly Update

## w/c 2nd January 2023

### Welcome Back and a Happy New Year!

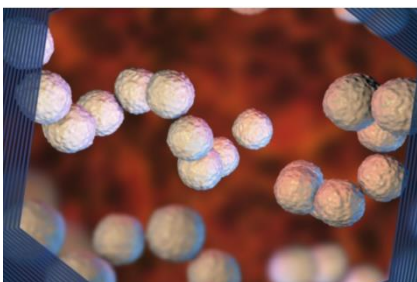
We hope you all had a very happy start to the New Year. As we start this year it is more important than ever to work together to improve school attendance, especially with the amount of absence that was experienced at the end of last year.

Amanda Spielman, chief executive of Ofsted said lockdowns during the pandemic broke the “clear social contract” on the structure and routine of children going to school every day with pupil attendance persistently lower than before the pandemic. Some families no longer believe they have to send their children to school in person all the time and expect teachers to provide remote learning.

Therefore, as we start the new academic year it is even more important to remind parents about their duty to support their child’s attendance. To help this area of work the Education Welfare Service has produced a leaflet to support parents and carers understand their responsibilities in relation to attendance. For more information, please follow the link below:

[School attendance leaflet \(bristol.gov.uk\)](https://www.bristol.gov.uk/school-attendance-leaflet)

### Webinar on Managing Group A Strep (GAS) Infections in early years and school settings on Thursday 5<sup>th</sup> Jan at 4pm.



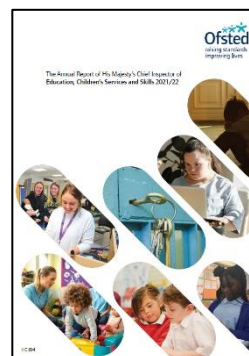
This webinar is free and give participants the opportunity and will cover infection prevention and control and outbreak management. The focus this time will be on Group A Strep GAS. Participants have the opportunity to ask questions and will also

receive the informative slide pack. Any early years or school staff can attend the session – please book a slot via the link below:

### [Managing Group A Strep \(GAS\) Infections in early years and school setting](#)

## **Ofsted Annual Report 2021-22**

This report addresses the full range of Ofsted inspection and regulation in both education and care. It is underpinned by evidence from inspections of, and visits to, schools, colleges and social care, early years and further education and skills providers. It also draw on findings from Ofsted research, evaluation, data and analysis this year.



The aim of the report is to support improvement and raise standards for all children and learners. It covers a broad range of topics including: the use of alternative learning provision, elective home education, school attendance of children with SEND and the use of reduced timetables.

The report is available by following the link below:

[Ofsted Annual Report 2021/22: education, children's services and skills - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/107222/Ofsted-Annual-Report-2021-22.pdf)

In addition to the report itself, there is also a new Ofsted video *Children 'out of sight' | Ofsted's annual report 2021/22* here:

<https://www.youtube.com/watch?v=JAO5lh5or0Y>

This is one of three videos examining the key themes in our annual report. Watch the other two here: Workforce pressures: <https://www.youtube.com/watch?v=p3myx...>  
Children with the highest needs: <https://www.youtube.com/watch?v=nKqZf...> )

## **Discontinuation of the Schools Bill and the impact on the work to improve school attendance**

As you may have seen, on Wednesday 7 December 2022, the Secretary of State for Education confirmed that the Government will not be continuing with the Schools Bill



in the third parliamentary session. However, the decision on the Schools Bill does not mark any change in policy in respect of attendance. The Department for Education remains committed to progressing attendance measures, alongside other measures, when parliamentary time allows. The government therefore still intends to make the new attendance guidance 'Working Together to Improve School Attendance' statutory. This will happen as soon as possible, but no earlier than September 2023.

The Department for Education expects local authorities to continue to implement the changes introduced through the new school attendance guidance. As with all government guidance, local authorities are legally obliged to take the new school attendance guidance into account in exercising their functions (such as when making decisions about their attendance service and on school attendance matters).

Further information about the implementation of the guidance will continue to be provided via the Weekly Attendance Updates and through the School Attendance Network Meetings, details of which can be found later on in this update.

## **Parental Responsibility Measures – Data for 2021/22**

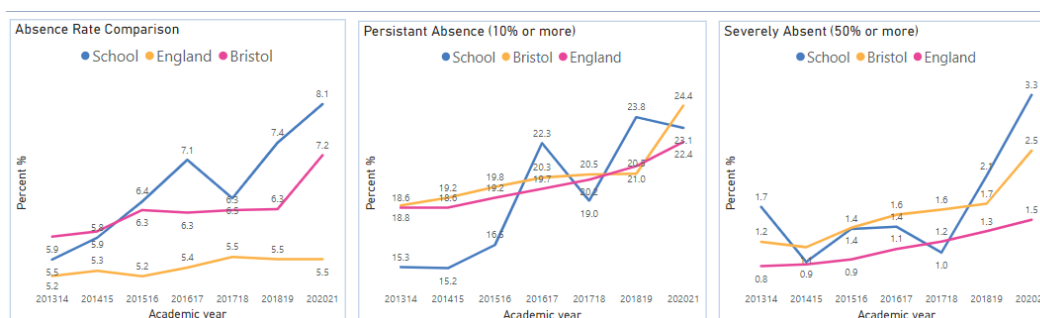
The Department for Education has updated the Local authority data available on penalty notices, parenting orders and parenting contracts (for unauthorised absence).

For more information, please follow the link below:

[Parental responsibility measures - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



## 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.

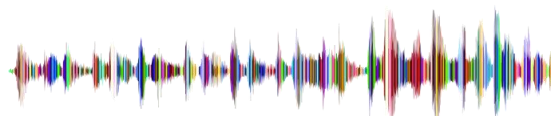
Rather than us sending each school a PDF document, as we did previously, we will be giving each school access to their own bespoke data packs via the internet. Each user will access their school's data securely, and without the need for any software. Although we are producing the packs using Power BI 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](#)

## Emotionally based School Avoidance – Webinar recording



The Association for Child and Adolescent Mental Health (ACAMH) has published a recording from a webinar on emotionally based school avoidance (EBSA). The webinar explores the term EBSA, and how understanding around it informs the intervention offered for students struggling to attend school.

**Listen to the recording:** [Emotionally based school avoidance \(recording\)](#)

# Mental Health Training – Funded DfE Accredited Senior Mental Health Lead – Training for Schools and Colleges

## The Offer:

The Bristol Educational Psychology Service is running an accredited course for Senior Mental Health Leads (SMHLs) in schools.

The course consists of four days face to face training linked to the learning outcomes for Senior Mental Health Leads (SMHL) in schools and colleges as described within the Public Health England framework. The course will focus on selecting, implementing, developing and reviewing whole-school approaches for supporting mental health and well-being. There will be opportunities to complete self-directed and reflective activities between each training day. This will allow autonomy for SMHLs to identify their setting's strengths and their areas of development.



The DfE is offering a grant of £1,200 for eligible state-funded schools and colleges in England to train a SMHL to develop and implement a whole school or college approach to mental health and wellbeing. The funding covers the cost of the course £800 plus an additional £400 to cover any supply costs incurred. The first cohort of training will run across four days from January-March 2023 and school staff can book places via the Trading with Schools website: <https://www.tradingwithschools.org/Event/186039>

## Home to School Travel – School Travel Support

Home to school travel support is provided in a number of different forms:

It may be a free bus pass, a free rail pass, payment for mileage driven by parents or carers, an escort for walking or on public transport, or a personal travel budget (PTB).



### When is support available?

- Children who go to their nearest Bristol school can get travel support if:
  - they're under 8 years old and the school is more than 2 miles walking distance away
  - they're between 8 and 16 years old and the school is more than 3 miles walking distance away

- Parents/carers are on a low income and their child qualifies for free school meals or they are on the maximum level of Working Tax Credit. Children in low income families can get travel support if they are:
  - under 11 years old and their nearest Bristol school is more than 2 miles walking distance away
  - aged between 11 and 16, go to any one of the three nearest suitable Bristol schools, and the school is between 2 and 6 miles walking distance away
  - aged between 11 and 16, you've chosen a school because of religion, and the Bristol school is between 2 and 15 miles walking distance away

- Families are in temporary accommodation

Children who have been moved to temporary local authority accommodation can get travel support to go to their new school for up to two terms if:

- their child goes to their nearest Bristol school
- their child lives over two miles from the school

Children in Key Stage 4 (year 10 or 11) will be supported in their current school until the end of Key Stage 4, as long as the school is over 2 miles from the temporary local authority accommodation.

- **A child has special educational needs, an Education Health and Care Plan (EHC) or a disability**

If your child goes to the nearest suitable school and is unable to walk, accompanied as necessary, then we may be able to help with travel. This could include:

- getting paid for mileage driven by parents or carers
- a walking buddy
- travel in a vehicle for example an adapted taxi

### **Statutory walking distance from home to school**

This is the distance between home and school by the shortest route which a child, accompanied as necessary, may walk safely. The route may include footpaths, bridleways, and other pathways, as well as recognised roads.

To work out this distance please use the home and school postcode on [Google maps](https://www.google.com/maps), and select the walking option.

For more information including the home to school travel policy, please visit: [School travel support \(bristol.gov.uk\)](https://www.bristol.gov.uk/school-travel-support)

## **An introduction to attendance course - For new attendance officers and school based attendance leads and senior leaders with oversight of attendance - 13<sup>th</sup> and 20<sup>th</sup> 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](mailto: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](https://www.bristol.gov.uk/emergency-payments-local-crisis-and-prevention-fund)

## 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](mailto: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 24<sup>th</sup> 1-3pm

Wednesday 25<sup>th</sup> 12-2pm

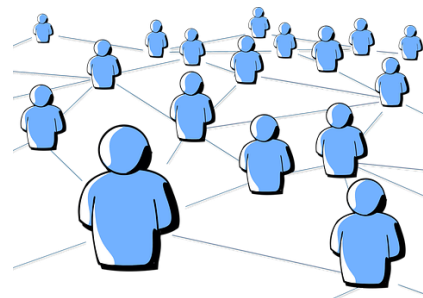
Thursday 26<sup>th</sup> 10-12 noon

### **April/May 2023**

Thursday 27<sup>th</sup> 1-3pm (April)

Wednesday 3<sup>rd</sup> 12-2pm (May)

Thursday 4<sup>th</sup> 10-12 (May)



## 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](mailto: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](mailto: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](mailto: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
<b>ALP</b>	Weds 01.02.23	1.30pm - 3pm	<a href="#">Click here to join the meeting</a>
<b>E&amp;C Secondary</b>	Tues 24.01.23	2pm - 3.30pm	<a href="#">Click here to join the meeting</a>
<b>E&amp;C Primary</b>	Thurs 26.01.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>Independent</b>	Fri 27.01.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>North Primary</b>	Weds 08.02.23	11am - 12.30pm	<a href="#">Click here to join the meeting</a>
<b>North Secondary</b>	Thurs 09.02.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>South Primary</b>	Weds 18.1.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>South Secondary</b>	Friday 03.02.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>Specialist</b>	Weds 08.02.23	2pm - 3.30pm	<a href="#">Click here to join the meeting</a>

## 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

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](http://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 (C) Bristol City Council PO Box 3399, Bristol, BS1 9NE [www.bristol.gov.uk/schooladmissions](http://www.bristol.gov.uk/schooladmissions) e [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk) t 0117 933 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](http://www.bristol.gov.uk/schooladmissions)

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 15<sup>th</sup> 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>

## 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](#)

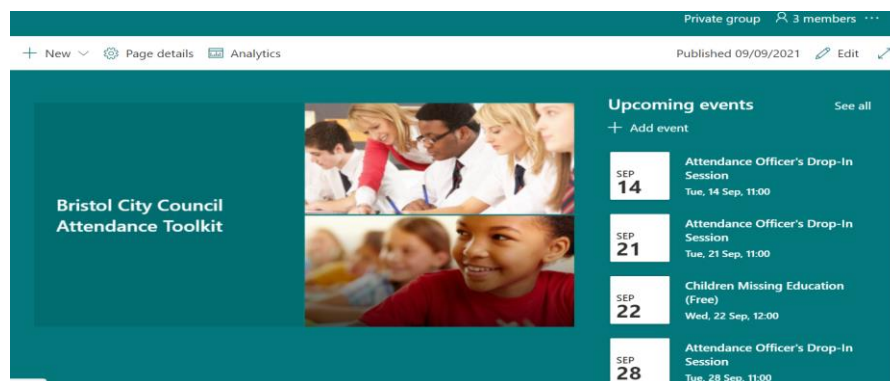
**Important please note they are a Ukrainian Refugee in the free text at the end of the form** If you have any queries about the admissions arrangements for any new Ukrainian pupils, please contact the [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)

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 \(sharepoint.com\)](#) 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](mailto: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

## 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](mailto:lesley.o'hagan@bristol.gov.uk).