



Attendance Weekly Update

w/c 31st October 2022

Welcome Back!

We hope you managed to have an enjoyable break over half term. We have a busy term ahead with the first School Attendance Network Meetings of the academic year, the second round of the Attendance Locality Meetings and the first of the Targeting Support Meetings as well as new CPD courses including 'Using data to support improvements to attendance'.



If you have colleagues who you think would benefit receiving this update on a weekly basis and other direct communication regarding attendance, they can be added to our mailing list by emailing the Attendance and Belonging Team at attendanceandbelongingteam@bristol.gov.uk

South-West Regional Toolkit to prepare and respond to infectious disease this autumn/winter.

Should I keep my child off school?

Yes

Illness	Until...
Cholera	at least 5 days from the onset of the rash and until all lesions have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like Illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their areas have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No
but make sure you let your school or nursery know about...

Head, foot and mouth	Gonorrhoea
Head lice	Typhoid
Throat issues	Strep throat

Advice and guidance
To find out more, search for health protection in schools or scan the QR code or visit <https://www.nhs.uk>

UKHSA have published a south-west region toolkit to support early years and education settings prepare for and respond to infectious diseases this autumn winter. The toolkit has a number of sections

- Keeping infections out of your setting
- Resources for dealing with infections in your setting
- Posters and leaflet resources

The tool can be found here [UKHSA Infection Protection and Winter Readiness and Control Toolkit for Early Years and Education Settings - South West Councils \(swcouncils.gov.uk\)](https://www.swcouncils.gov.uk)

Children are eligible for flu virus and COVID-19 booster vaccines – what you need to know



Getting vaccinated against the flu virus and COVID-19 offers the best protection.

Not only does it protect us as individuals but also those around us and limits the disruption to pupils' education.

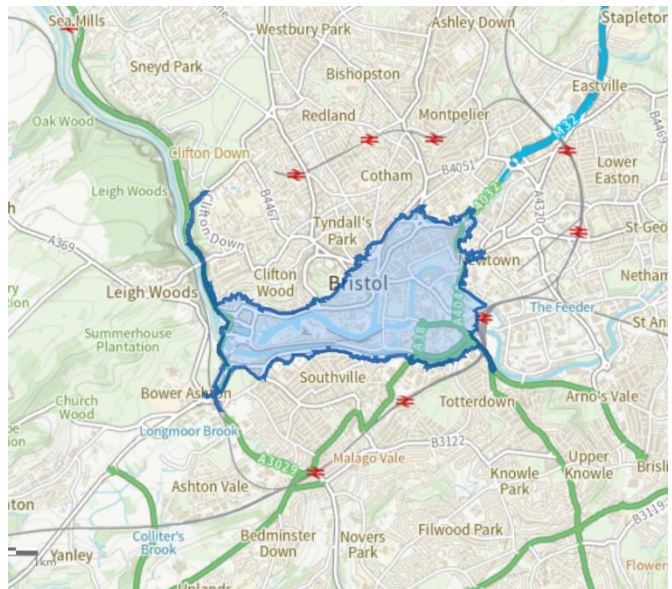
For details about who is eligible, how vaccines are administered and how to

obtain vaccinations please see the DfE Education Hub [Children are eligible for flu virus and COVID-19 booster vaccines – here's what you need to know - The Education Hub \(blog.gov.uk\)](#)

Clean Air Zone Bristol will start on Monday 28th November 2022

A Clean Air Zone is a specific location that aims to reduce public exposure to nitrogen dioxide through:

- restrictions on the highest polluting vehicles
- encouraging the use of cleaner vehicles
- encouraging people to walk, cycle or use public transports



The Clean Air Zone could impact the journey made by families and your staff accessing your setting. Details of the scheme in Bristol including:

- Bristol's Clean Air Zone charges and vehicle checker
- Map of the Clean Air Zone
- Exemptions
- Financial Support
- Free Active Travel Support

For more information, please visit [Bristol's Clean Air Zone](#)

NOVEMBER - School Attendance Network (SAN) Meetings



The first of the School Network Meetings take place next Week. 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. Each meeting provides the same content, however there are opportunities to ask questions to support practice in your setting. Colleagues can book which meeting is most convenient. **We ask that at least one representative attends from each school/setting.**

The dates and times of the November meetings are shown below:

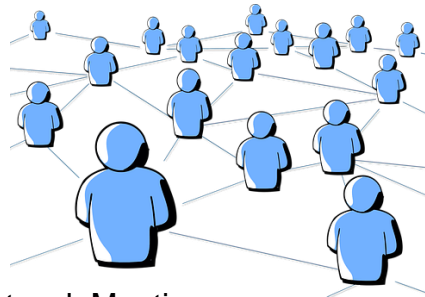
November 2022

Tuesday 8th 1-3pm

Wednesday 9th 12-2pm

Thursday 10th 10-12 noon

Please book your place for the School Attendance Network Meeting via Trading with Schools



Booking via Trading with Schools

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

To ensure you can access the sessions easily please be aware of the following link which is the same for all 3 November meetings:

Join Zoom Meeting – November School Attendance Network Meetings

<https://zoom.us/j/99717639297?pwd=eUZ3Z0tQOGRBSVFBSDCrY3Rxa1pkZz09>

Meeting ID: 997 1763 9297

Passcode: 971574

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

April/May 2023

Thursday 27th 1-3pm (April)

Wednesday 3rd 12-2pm (May)

Thursday 4th 10-12 (May)

Ask for Henry

One scheme that helps with the cost of living crisis for families is supported by the Morrisons supermarket.

The latest scheme at Morrisons cafes will allow people to grab themselves a free and filling meal with the use of a discreet phrase.

Customers will get a free jacket potato with beans and a salad from the cafe when they "Ask for Henry".



The offer is running in all 397 Morrisons cafes across the country from Wednesday, October 26, until Sunday, November 6.

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](#)

Please do share with your parents and carers to ensure they receive the necessary help and support to which they are entitled.

New Course – Using data to support improvements to attendance



This is a new **free** online course to help support colleagues meet the requirements of the new government guidance 'Working Together to Improve School Attendance' 2022. In line with the new guidance schools and settings are expected to proactively use data to identify pupils at risk of poor attendance. These courses are suitable for all staff involved in monitoring attendance including, attendance officers and SLT with attendance responsibilities.

3 sessions have been produced to cover primary, secondary and specialist provision as detailed below:

- Using data to support improvements to attendance in **primary schools** and settings 4th Nov 9-12noon
- Using data to support improvements to attendance in **secondary schools** and settings 11th Nov 9-12noon
- Using data to support improvements to attendance in **specialist schools** and settings 18th Nov 9-12noon

Booking via Trading with Schools:

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

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 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 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 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)

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

- 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 \(bristol.gov.uk\)](https://www.bristol.gov.uk/education-welfare-service)

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.

Locality Meetings Term 2



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
Term 2			
North Primary	Wednesday 7 th December 2022	11am – 12.30pm	Click here to join the meeting
South Primary	Wednesday 23 rd November 2022	10.30am – 12pm	Click here to join the meeting
East/Central Primary	Thursday 17 th November 2022	10.30am – 12pm	Click here to join the meeting
North Secondary	Thursday 8 th December 2022	10.30am – 12pm	Click here to join the meeting
South Secondary	Friday 25 th November 2022	10.30am- 12pm	Click here to join the meeting
East/Central Secondary	Tuesday 22 nd November 2022	2.15pm- 3.45pm	Click here to join the meeting
Specialist	Wednesday 7 th December 2022	2pm to 3.30pm	Click here to join the meeting

ALP	Wednesday 16th November 2022	1.30pm – 3pm	Click here to join the meeting
Independent	Friday 9 th December 2022	10.30am – 12pm	Click here to join the meeting

Reception Applications for September 2023

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.**

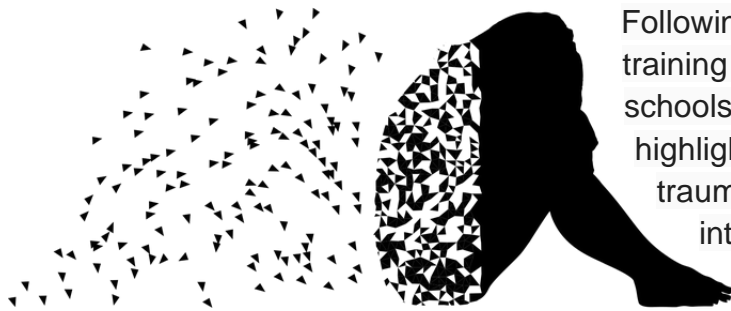
January 2023.

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.

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

Addition dates are available, please check the link below for further information

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

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

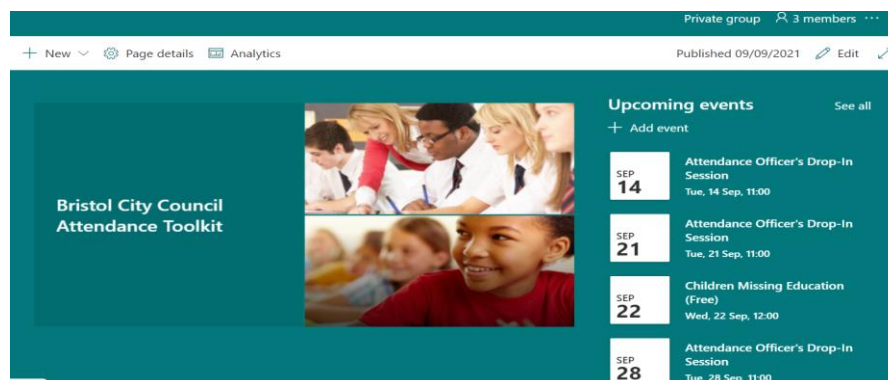
Important please note they are a Ukrainian Refugee in the free text at the end of the form If you have any queries about the admissions arrangements for any new Ukrainian pupils please contact the attendanceandbelongingteam@bristol.gov.uk

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](https://www.bristol.gov.uk/school-admissions) 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 \(sharepoint.com\)](https://www.sharepoint.com/Attendance-Toolkit-Home) 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.

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.