



**BRISTOL**  
LEARNING CITY

# Attendance Weekly Update

## w/c 5<sup>th</sup> September 2022



We hope everyone had an enjoyable and restful summer break. As we start the new academic year there will be an increased focus on attendance and supporting children and young people maximising their access to education in light of the new government guidance '[Working Together to Improve School Attendance](#)' which comes into operation this September 2022. The Local Authority looks forward to working with colleagues in schools and settings to support children and young people along with their families with attendance related matters. We will continue to offer a range of support options, training and CPD opportunities as well as the Weekly Attendance Update to provide up to date information to support this area of work.



## September Attendance Briefings



Following the success of the September Attendance Briefings last year we are once again providing the one hour briefing slots to outline key attendance related activity for the year ahead. **It is important that at least one representative from each setting is available to attend one of the briefings** (if one than one colleague wishes to attend, they can attend on one of alternative dates if more convenient) and therefore we have provided a number of dates to choose from:

- September 6<sup>th</sup> 11-12 noon
- September 7<sup>th</sup> 1:30-2:30pm
- September 8<sup>th</sup> 11-12 noon

To access these briefings please follow the Zoom meeting link below (This is the same link for each of the Briefings)

<https://zoom.us/j/94466871845?pwd=ayt2TVdsVk9nS3NaTGZhNWJJVldUUT09>

Meeting ID: 944 6687 1845

Passcode: 026225

## **New Course! An introduction to attendance - For new attendance officers and school based attendance leads and senior leaders with oversight of attendance**

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.



This course will:

1. Provide new attendance members of school staff an overview to the components of school attendance oversight including key terminology

2. Outline sources of information including national legislation and guidance and local authority level processes and procedures
3. Provide an overview of the basic attendance procedures including absence coding information
4. Provide information about the importance of compliance with adjustment to roll processes
5. Outline the basics of parental responsibility measures including legal interventions, case managements and attendance data analysis
6. Outline how to stay connected with the local authority for attendance support and advice

**Booking is via Trading with Schools** [Global Search](#) | [Trading with Schools](#)

Trading with Schools Helpline 0117 922 2444  
Email: [tradingwithschools@bristol.gov.uk](mailto:tradingwithschools@bristol.gov.uk)

## Closure of Educational Setting status (EdSet) Form



Schools and colleges no longer need to complete the Educational Setting status form every Thursday. The Department for Education (DfE) would like to thank you for your cooperation - the data you provided helped to support the government's response to the COVID-19 outbreak and to inform our future data collection strategy.

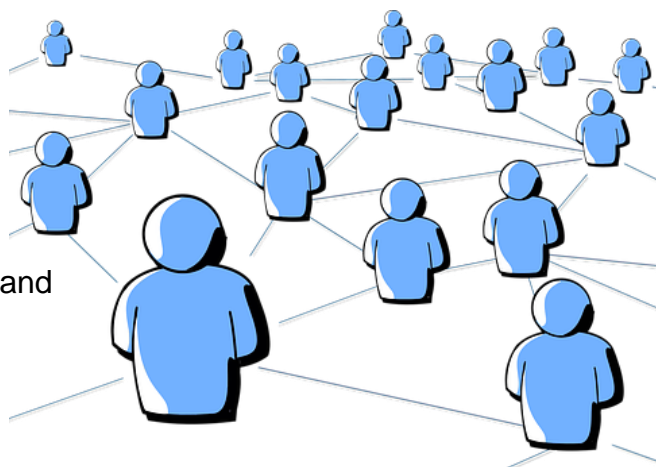
The DfE will continue to monitor the COVID-19 context and any other emerging issues and will be in touch should further data collections be required in the future.

From the beginning of term schools, trusts and local authorities will have [access to daily school attendance data updates](#) for children in participating schools in their area. These reports can be used to help with earlier identification of pupils who need support, save you time building attendance reports and offer trend insights for different groups of pupils.

If you are a school who has not yet signed up, please visit [Share your daily school attendance data](#) for more information and email [support@wonde.com](mailto:support@wonde.com) to sign up.

## 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 8<sup>th</sup> 1-3pm

Wednesday 9<sup>th</sup> 12-2pm

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

### **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)

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)

## Pupil Tracking/CME

As we start the academic year it is vital that schools and settings locate all children and young people who are on their roll and expected to attend.

- To support this area of work there are Children Missing Education (CME) and Pupil Tracking processes in place managed by the Education Welfare Service
- Schools/settings should make referrals in the usual way via our online forms by ensuring all forms including 'Exit from School' and Children Missing Education procedures are completed as soon as possible in accordance with Bristol City Council CME [guidance](#).
- **Please note you do not need to wait for a set period of time** before making a referral assuming you have carried out your reasonable enquiries
- Any queries contact the Education Welfare Service on tel: 0117 352 1438 or email at [childrenmissingeducation@bristol.gov.uk](mailto:childrenmissingeducation@bristol.gov.uk)



## 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>

## Local Crisis and Prevention Fund

As we see many of our families facing financial challenges as the cost of living increase, please be aware of the support from the Local Crisis and Prevention Fund. The fund can 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

[Emergency payments - local crisis and prevention fund - bristol.gov.uk](https://www.bristol.gov.uk/emergency-payments-local-crisis-and-prevention-fund)



## 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](https://www.bristol.gov.uk/children-missing-education-cme)

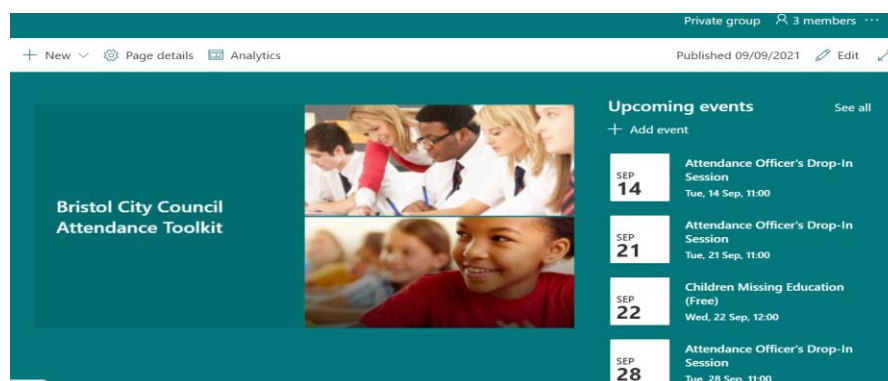
**Important please note they are a Ukrainian Refugee in the free text at the end of the form** If you have any queries about the admissions arrangements for any new Ukrainian pupils please contact the [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)

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](http://School%20admissions%20-%20bristol.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



The screenshot shows a SharePoint page for the 'Attendance Toolkit'. The page has a teal header with navigation options: '+ New', 'Page details', and 'Analytics'. Below the header, there's a main content area with a large image of children and a sidebar titled 'Upcoming events'. The sidebar lists four events:

Date	Event Name	Time
SEP 14	Attendance Officer's Drop-In Session	Tue, 14 Sep, 11:00
SEP 21	Attendance Officer's Drop-In Session	Tue, 21 Sep, 11:00
SEP 22	Children Missing Education (Free)	Wed, 22 Sep, 12:00
SEP 28	Attendance Officer's Drop-In Session	Tue, 28 Sep, 11:00

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://Attendance%20Toolkit%20-%20Home%20(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**

This will be included in the forthcoming Attendance Updates

## **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).