



Attendance Weekly Update

w/c 3rd October 2022

October census



The autumn school pupil census will take place on Thursday 6 October 2022. Data submitted in the census return is used to determine school funding. Funding for pupils of statutory school age and post-16 pupils is allocated based on the autumn census return. Therefore, it is essential that there should not be any undue delay in placing pupils on roll, including children and young people allocated via LA and school admissions processes as well through the Fair Access Protocol.

Schools and academies with post-16 provision should also refer to the published [funding guidance](#). The guides set out the rules and funding arrangements for each academic year and are an integral part of funding agreements.

Language codes [used for funding] in the school census

As a City of Sanctuary, Bristol welcomes children and young people from across the world. Over the last academic year, we seen a significant rise in the number of children arriving in the city from areas impacted by conflict. In addition, as the world open up after the Covid pandemic the movement of families also appears have increased. Such circumstances reinforce need to understand the language used by all pupils



The census requires data on language for all pupils. Schools must not ascribe a specific language to the pupil, but instead this information must come from the parent, guardian or pupil.

Schools should only use codes ENB (not known but believed to be English) and OTB (not known but believed to be other than English) where all the following conditions apply:

- pupil's first language is not known with absolute certainty
- parents have not responded to enquiries
- school can judge with a high degree of confidence whether the pupil's language is English or not

Where a parent, guardian or pupil declines to provide a first language, it should be record it as 'REF' (refused).

Where a pupil's first language is other than English - that is: where the pupil has been exposed to a language other than English during early development and continues to be exposed to this language in the home or in the community - schools may record specific languages from the extended language codes or continue to use the codes used in their software.

For more information please visit [Complete the school census - Data items 2022 to 2023 - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complete-the-school-census-data-items-2022-to-2023)

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

How to spot and support students who have experienced trauma



The Association for Child and Adolescent Mental Health (ACAMH) has published a blog with tips on identifying and supporting children in school who may be struggling with trauma. The blog talks through various signs and behaviours to look out for including physical symptoms. Suggestions for support include: having a clear set of behavioural expectations to help a

child feel safe; and a classroom which reduces opportunities for sensory hypersensitivity.

For more information please visit: [How to spot and support students who have experienced trauma](#)

Serious Case Review – Hakeem



The crucial link between school attendance and safeguarding is highlighted in the Serious Case Review into the tragic death of a seven year old boy Hakeem as a result of asthma. However, Hakeem's short life was one in which he

experienced significant neglect and only two days before his death he was subject to a Child Protection Plan.

This case has received local and national media attention following the high-profile coverage of the criminal proceedings and subsequent conviction of Laura Heath, Hakeem's mother, for gross negligence and manslaughter for which she received a 20-year sentence on April 28th 2022.

One of the key findings identified in this review stated:

'In this case it was evident that there was a lack of join-up and communication between those responsible for Hakeem's non-school attendance and children's social care which resulted in the two processes not taking account of the neglect that Hakeem was experiencing. In future there must be a better process to ensure communication between the school attendance officers and other professionals to establish more about the daily lived experience for children. They must clarify which absences are authorised or unauthorised, especially if they are on a CIN/CP plan and recognise that persistent Non School Attendance (NSA) is seen as a potential indicator of neglect. Additionally, it is recommended that children with chronic conditions such as diabetes or asthma which may result in NSA should be adequately assessed and supported, it should be noted that properly managed, asthma should not impact greatly on a child's school attendance. It was also clear that Academy Trusts who employ their own safeguarding support need to ensure that more formalised strategic links are made between themselves and local authority support officers to ensure better guidance and support when they arise.'

To fully understand the context of attendance in case of Hakeem we recommend you read the full Serious Case Review via the link detailed below.

[BSCB 2017-18-03 SCR Report - 01.09.22.pdf \(lscpbirmingham.org.uk\)](#)

Reminder 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](#).

Reminder 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 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 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

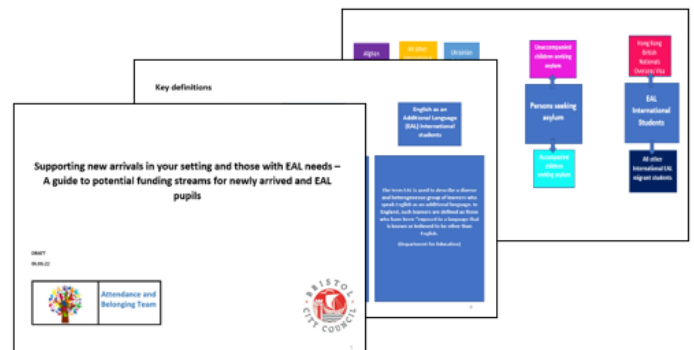
Wed 15 March 2023 13:00 – 15:30

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

Reminder 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 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 \(bristol.gov.uk\)](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.

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
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
Specialist	12 th Oct	2.00pm -3.30pm	Click here to join the meeting
Independent	14 th Oct 22	10.30pm-12noon	Click here to join the meeting

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

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 when to apply, information on each school along with their admissions policy and oversubscription criteria. With the role 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 (C1)
 Bristol City Council
 PO Box 3399, Bristol, BS1 9NE
www.bristol.gov.uk/schooladmissions
school.admissions@bristol.gov.uk
 0117 903 7694

REMEMBER THE DEADLINE
 15 January 2023
 APPLYING ONLINE

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 other 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

TRADING WITH SCHOOLS
 BRISTOL LEARNING CITY
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.

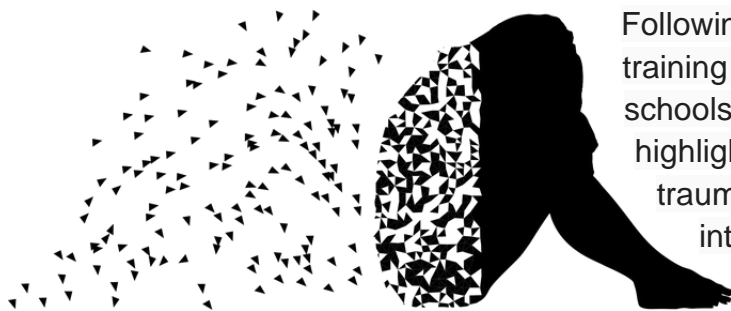
School Admissions information is available [on-line](#) for parents/carers to view and download.

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 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

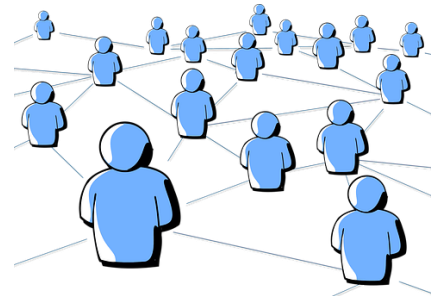
Wednesday 30th November 2022- 10:00- 13:00

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

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

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

Reminder 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>

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 \(bristol.gov.uk\)](#)

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

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

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](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

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



The screenshot shows a SharePoint page for the 'Attendance Toolkit'. The page has a teal header with navigation options: '+ New', 'Page details', and 'Analytics'. The main content area is divided into two sections. On the left, there is a banner for 'Bristol City Council Attendance Toolkit' with images of children and staff. On the right, there is an 'Upcoming events' section with a '+ Add event' button and a 'See all' link. The events listed are:

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://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		92.11	89.20	87.35	86.76				All-through	88.90	All-through	88.90
Specialist	35.79	71.92	81.88	79.35	79.37				Specialist	77.80	Specialist	77.80
Primary	88.98	95.32	95.24	94.63	94.95				Primary	95.03	Primary	95.03
Secondary	92.84	94.20	92.78	90.62	91.35				Secondary	92.34	Secondary	92.34
All	86.84	94.27	93.80	92.59	92.97				All	93.43	All	93.43

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.