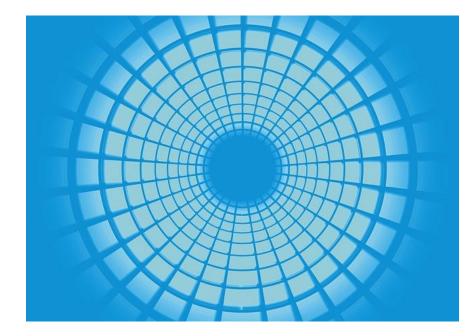


Attendance Weekly Update

w/c 3rd July 2023

Structure of the Attendance Weekly Update



Following feedback from readers of the Attendance Weekly Update we are amending the structure to make it an easier read. The update will be split into 4 sections:

Section 1: News – this will cover new information to support attendance and belonging practice

Section 2: Key Dates – this will cover dates for key events. Note new dates provided will appear in Section 1 first and then move to this section in subsequent weeks

Section 3: Regular Features and Reminders – this will include information that has appeared in the news section that is helpful to have accessible. It will also include information to key links such as the Weekly Attendance Drop-in

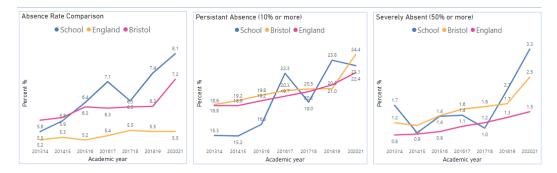
Section 4: Data - this will include key citywide data

Past copies of the Attendance Weekly Update can be found on the Attendance Toolkit. If you do not have access, please email the attendanceandbelongingteam@bristol.gov.uk

Section 1: News

School Data Packs Update Part 2 available from 6th July 2023

Most schools are now routinely accessing the School Data Packs provided free by the Local Authority. Until now, the data that has been available is based on publicly released data from the Department for Education, however from **6th July** schools will be able to access further reports based on live data returns. This means schools will be able to interrogate their own data in detail in relation to attendance and suspensions.



To support using this new section of the Data Packs, a guidance document has been produced and is available on the Attendance Toolkit under the Attendance Data Tab.

If you are yet to access your data pack, please nominate a member of staff to be the lead

School Attendance Data Pack - Nominated staff member

If you have any queries, please contact the Attendance and Belonging Team at <u>attendanceandbelongingteam@bristol.gov.uk</u>

Serious Youth Violence Research Programme

The government has released two reports from the serious violence research programme, which is co-led by the Department for Education and Youth Endowment Fund.

The programme aims to better understand how systems of support may protect young people from, or expose them to, involvement in serious youth violence.

The 'role of systems support' report collates evidence and insight on vulnerability to serious violence and the role the system plays.

The 'serious violence foundational system mapping' report considers how the current system is perceived to work.

A <u>systems evidence and gap map</u>, which highlights where relevant research is available, is also available on the Youth Endowment Fund website. For further information please visit <u>Serious youth violence research programme - GOV.UK</u> (www.gov.uk)



Education Welfare Service CPD Courses for Schools Academic Year 2023-24

Please note these training sessions are not currently on Trading with Schools, but you have been provided with the information so you can save the dates. Once available to book, you will be notified in subsequent updates.

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 5th, 2023, 11-12 noon September 6th, 2023, 1:30-2:30pm September 7th, 2023, 11-12 noon

Training - virtually, via Zoom

Booking via Trading with Schools Trading with Schools Helpline 0117 922 2444 Email: tradingwithschools@bristol.gov.uk

School Attendance Network Meetings

An opportunity for School Attendance Leads to keep updated on current attendance legislation, national guidance, local guidance, local processes and good practice.

November 2023 Wednesday 8th 1-3pm Thursday 9th 10-12 noon

January/February 2024 Wednesday 31st 1-3pm Thursday 1st 10-12noon

April 2024 Wednesday 24th 1-3pm Thursday 25th 10-12noon Training - virtually, via Zoom

Booking via Trading with Schools Trading with Schools Helpline 0117 922 2444 Email: tradingwithschools@bristol.gov.uk

Children Missing Education - Free

Child Missing Education - Why does it matter? Education Welfare Service (EWS)

Wed 20 Sep 2023 12:00 - 14:30 Wed 29 Nov 2023 12:00 - 14:30 Wed 7 Feb 2023 12:00 - 14:30 Wed 12 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 4 Oct 2023 12:00 - 14:30 Wed 6 March 2024 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

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 27 Sept 2023 10:00 - 12:00 Wed 17 Jan 2024 10:00 - 12:00 Wed 22 May 2024 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 22 Nov 2023 12:00 - 14:30 Tues 8 May 2024 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 Nov 2023 10:00 - 12:30

Wed 13 March 2024 13:00 - 15:30

Wed 19 June 2024 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

<u>Attendance Officers Introduction to Attendance Course – Chargeable £50 for both</u> <u>sessions</u>

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.

September 2023 – Fri 15th and Fri 22nd 10-12 noon

January 2024 – Fri 12th and Fri 19th 10-12 noon

April 2024 – Fri 19th and Fri 26th 10-12 noon

Please note – you are advised to attend both sessions in the series Training – virtually, via Zoom

Booking via Trading with Schools Trading with Schools Helpline 0117 922 2444 Email: tradingwithschools@bristol.gov.uk

Section 2: Key Dates

Trauma Awareness and Recovery Training

Understanding trauma is essential in supporting children and young people with barriers to attendance. Below are details about courses that are available to colleagues in schools and settings as well as within the local authority

Trauma Awareness and Recovery Training 1 day course: multiple dates available

If you work for Bristol City Council please log into Employee Self Service on iTrent to book onto this course. Alternatively you can book a place by emailing trauma.informed@bristol.gov.uk detailing your preferred date.

This is online training, which is delivered on Teams. If you would like to find out more before booking please contact Bristol City Council at trauma.informed@bristol.gov.uk

Morning (9:30-12:30)

- 1. What is trauma and how do people become 'traumatised'.
- 2. Widening the lens beyond Adverse Childhood Experiences
- Exploration of the impacts of trauma upon a person's perceptions, thinking, health and behaviour

Afternoon (1:30-4:30)

- 1. What is Recovery?
- 2. Exploring the impact of trauma on engagement.
- 3. How do we practically support people who are traumatised to move on and become more emotionally regulated?
- 4. Strategies for self-Care and managing secondary and vicarious trauma

Available dates:

11th July 2023 20th July 2023 25th July 2023 8th August 2023 16th August 2023 5th September 2023 14th September 2023 28th September 2023 12th October 2023

Improving Support for Children Missing Education – open consultation

The Department for Education (DfE) want to empower local authorities, schools and others to identify and support children missing education more effectively. This is to ensure every child gets an education, wherever they live and whatever their background.

In this call for evidence, the DfE are seeking views on:



- how children missing education are identified and supported
- the challenges in identifying and supporting children missing education
- how to address those challenges

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise.

To respond to the consultation please visit <u>Improving support for children missing</u> education - Department for Education - Citizen Space

The consultation closes on 20th July 2023

Please email <u>attendance.webinar@education.gov.uk</u> with any questions.

Locality Meetings Term 6



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 6 Locality Attendance Meetings

ALP	Weds 12.07.23	1.30pm - 3pm	<u>Click here to join the meeting</u>
E&C Secondary	Tues 04.07.23	2pm - 3.30pm	<u>Click here to join the meeting</u>
E&C Primary	Thurs 29.06.23	10.30am - 12pm	Click here to join the meeting
Independent	Fri 30.06.23	10.30am - 12pm	Click here to join the meeting
North Primary	Weds 12.07.23	11am - 12.30pm	<u>Click here to join the meeting</u>
North Secondary	Thurs 13.07.23	10.30am - 12pm	<u>Click here to join the meeting</u>
South Primary	Weds 05.07.23	10.30am - 12pm	<u>Click here to join the meeting</u>
South Secondary	Friday 07.07.23	10.30am - 12pm	<u>Click here to join the meeting</u>
Special Schools/setting	Weds 05.07.23	2pm - 3.30pm	Click here to join the meeting

Supporting Refugee and Asylum Seeking Pupils in Schools (SRASPS) Working Group



Bristol is proud to be a City of Sanctuary and this is evidenced by how many schools and settings have welcomed refugee and asylum seeking pupils into their settings. To support these

children and young people achieve the best possible outcomes the Supporting Refugees and Asylum Seeking Pupils in Schools (SRASPS) Working Group has been set up

The purpose of the SRASPS meetings are:

• To provide an opportunity for schools, communities and other organisations to work together and to support Refugee and Asylum-Seeking children and young people in accessing education successfully

• To communicate, network, and offer/receive advice and support from colleagues in schools, communities and other organisations

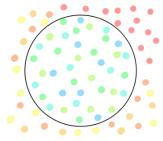
- To discuss current Government guidance and statutory duties
- To identity and discuss specific issues
- To identify gaps in support and work together to find solutions
- To support consistency of practice between schools and other organisations

This group meets on a termly basis and the dates for the remainder of this academic year are detailed below:

Friday 14th July 10am-12pm

If you are interested in joining this working group, please contact the Attendance and Belonging Task Group for more details <u>attendanceandbelongingteam@bristol.gov.uk</u>

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 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 <u>attendanceandbelongingteam@bristol.gov.uk</u>

Section 3: Regular Features and Reminders

Funding for Summer Activities for Refugee and Asylum Seeking Pupils

If your school offers holiday activities and you have refugee or asylum seeking attending your setting who would like to participate, funding may be available to support this activity. Funding may be available for up to 4 weeks for primary and pupils in Years 7 and 8 for provision offered directly by school i.e. schools could provide an invoice for the provision (not a third party organisation)



If you have pupils who may fall into this category, please contact the Attendance and Belonging Team on attendanceandbelonging@bristol.gov.uk



Free ESOL Conversation Clubs in Bristol

To support our families who speak English as an additional language, there are opportunities over the summer for adults to join free ESOL Conversation Clubs in Bristol.

For more details, please visit joinesol -

Community Learning Bristol (communitylearningwest.net)

Flu Vaccination 2023-24



This autumn term all primary school aged children in England (from Reception class to Year 6) will be offered a fu vaccination by the NHS school aged immunisation service. Most children are offered a nasal spray fu vaccine. We are grateful for the support of schools in hosting vaccination sessions. Delivering the programme through schools makes it more accessible to pupils which results in higher uptake levels. The school aged immunisation service will be in touch with schools to agree a date for the vaccination session and the best approach for implementing the programme in schools.

For more information please visit Flu vaccination in schools - GOV.UK (www.gov.uk)

Supporting Refugees and Asylum Seeking Pupils in Schools (SRASPS) – Professionals Toolkit



As a City of Sanctuary Bristol is proud to welcome refugee and asylum seeking families into our city. To help support the needs of new arrivals we have developed a Professionals Toolkit to provide information and resources for those working with these pupils and their families. To request access the Toolkit please email the Attendance and Belonging Team at <u>attendanceandbelongingteam@bristol.gov.uk</u>

Every child's right to a successful transition 2022-23



Last year a guidance document was produced utilising a community based approach to effective transition between provisions across the City of Bristol (Year 6-7). Successful transition supports securing high levels of attendance, successful educational outcomes and the development of a sense of belonging. This guidance has now been updated covering the current academic year and is available on the Attendance Toolkit.

The Education Hub – Parent fines for Missing School: What you need to know

The Education Hub has provided guidance for parents to support the understanding of the risk of fines if their child misses school without a good reason. Local councils and



schools can intervene, in some cases, this might mean that parents receive a fine.

For further information please visit: <u>Fines for parents for taking children out of</u> <u>school</u>: What you need to know - The Education Hub (blog.gov.uk)



Year 6 to Year 7 transition

At this time of year considerations are being given to the transition activity for the children who are moving between primary and secondary settings. To support this area of activity a guidance document has produced by the Education Psychology Team with the Top 10 Tips for Transition to Secondary School. This guidance is designed help parents/carers support their children at this important time in their education. This guidance document is available on our Attendance Toolkit details can be found later in this

update.

Bulk Admissions – Acceptance of Places by Parents and Carers



For children moving schools in September as part of the bulk admissions arrangements this is an important time of year as transition activity begins

• We would ask our primary schools to remind parents/carers to formally confirm their decision in

relation to the schools they have been offered through the parental portal. This is an important part of the process to place children on roll at their new setting. Please see <u>Admissions (bristol.gov.uk)</u>

 Parents wishing to appeal or go on waiting lists should be reminded that their duty to ensure their child receives an education recommences at the start of the academic year.

Year 6/Year 7 Transition Arrangements – Important Reminder

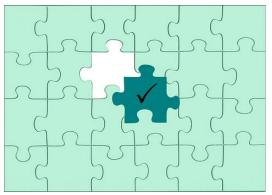
Following National Offer Day on 1st March when most Year 6 pupils will find out their offer of a place for secondary school in September 2023, please can all primary schools check an application has been made for all relevant pupils. Although the deadline has now passed for applications to be considered during the initial rounds families should still apply for places.

-		

If the pupil has an Education, Health and Care Plan do not apply to School Admissions, see <u>Apply for a key stage transfer school place for a child with an</u> <u>Education, Health and Care (EHC) plan</u> on the Local Offer site or email the Special Educational Needs Team at <u>sen@bristol.gov.uk</u> for how to apply

For further information please visit <u>Apply for a new year 7 secondary school place</u> (bristol.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 <u>childrenmissingeducation@bristol.gov.uk</u> 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)

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 <u>School admissions code 2021 (publishing.service.gov.uk)</u>

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



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 overleaf.

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 <u>attendanceandbelongingteam@bristol.gov.uk</u>

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 <u>School admissions - bristol.gov.uk</u> 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*20 Posters*20Style3.pdf?dl=0__;JSU!!KUxdu5bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2l0BBIODVl6bMzatBRpY gZrW3mmJEKB-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 <u>Attendance Toolkit - Home (sharepoint.com)</u> 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 <u>attendanceandbelongingteam@bristol.gov.uk</u> 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.

Section 4: Data

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

Term 4

Phase	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Phase	Term to Date	Phase	Year to Date
All-through	87.72	85.54	84.16	82.84	86.34	84.07	All-through	85.21	All-through	86.57
Specialist	72.17	70.17	74.56	77.01	78.79	75.17	Specialist	74.55	Specialist	72.97
Primary	94.79	94.52	93.73	92.87	94.84	93.27	Primary	94.04	Primary	93.81
Secondary	90.93	90.28	89.42	89.63	90.36	88.03	Secondary	89.78	Secondary	90.17
All	92.48	91.98	91.35	90.96	92.47	90.57	All	91.67	All	91.66

Term 5

Phase	Week 34	Week 35	Week 36	Week 37	Week 38	Week 39	Phase	Term to Date	Phase	Year to Date
All-through	86.41	85.56	84.23	84.80	85.63	83.79	All-through	85.10	All-through	86.25
Specialist	74.37	77.00	77.28	76.75	75.98	74.35	Specialist	75.84	Specialist	73.45
Primary	92.34	94.09	94.37	95.34	94.91	93.36	Primary	94.01	Primary	93.85
Secondary	87.23	89.54	89.84	89.08	87.64	84.91	Secondary	87.85	Secondary	89.77
All	89.79	91.67	91.95	92.15	91.45	89.40	All	90.97	All	91.52

Term 6 Please note these figures still include Year 11 data

Phase	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	Week 47	Phase	Term to Date	Phase	Year to Date
All-through	83.35	82.92	76.45	73.84				All-through	79.42	All-through	85.47
Specialist	71.35	73.12	72.17	68.12				Specialist	71.26	Specialist	71.17
Primary	94.19	94.48	93.94	90.12				Primary	93.21	Primary	93.76
Secondary	83.88	83.55	73.86	70.10				Secondary	78.05	Secondary	88.47
All	89.34	89.59	85.63	82.15				All	86.73	All	90.88

Contact

If you require for further information in relation to this Attendance Update, please contact Lesley O'Hagan on lesley.oihagan@bristol.gov.uk.