



**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

# Termly Attendance Update – Term 5 23/24

## w/c 13<sup>th</sup> May 2024

Welcome to term 5's edition of the Attendance Update.

This is a 'special edition' that **focuses on the forthcoming national attendance changes** that take place in August ready for the new academic year 24/25.



This edition will be of particular interest to school senior leaders, school attendance leads and those who support the delivery of operational attendance functions in schools.

Term 6's edition is due for release in July 2024.

## Section 1: Forthcoming national attendance changes



Department  
for Education

**From the Government - Action for schools: Be ready for September, access guidance on mandatory daily attendance data collection and sign up for upcoming training**

Reducing absence is our number one priority and [our latest reforms](#) support schools, trusts and local authorities to continue their hard work tackling the absence problem. To support you to embed the new regulations and statutory [attendance guidance](#) by September 2024, we are running a series of training sessions and webinars from April 2024. The series cover a range of issues to ensure you are ready to hit the ground running in September, see our [calendar of events](#) over the summer term to sign up.

To prepare for the mandatory collection of daily attendance data, we have published [guidance](#) on sharing your data. This guidance is for all schools, trusts and local authorities. It contains information on:

- how to share data
- what data you need to share
- issues that might have an impact on data accuracy
- how your data will be used

## School attendance update from the Government – From Sept 2024, new regulations for schools in next stage of attendance drive



Ministers have made a number of important announcements on attendance. The forthcoming changes include:

- Every state school in England will now **share their daily attendance registers across the education sector**.
- **Expansion** of the attendance hubs programme.
- Parent fines for unauthorised absences will also be brought under a **national framework** to help tackle inconsistencies in their use. A fine to parents must be considered if a child misses **5 days** of school for unauthorised absence. Alongside this, costs for fines will go up from £60 to **£80 if paid within 21 days** and from £120 to **£160 if paid in 28 days** which will ensure all parents are aware of when they might face a fine to ensure all councils are issuing fines appropriately.
- Key guidance setting out how schools and local authorities must take a 'support-first' approach to help pupils and their families to tackle barriers to attendance will be made **statutory from August 2024**.
- **New regulations** to modernise school attendance and admission registers (including updating attendance codes, rules on granting leaves of absence and on who can access registers) to improve the accuracy of attendance data to help schools and local authorities put better, more targeted support in place as early as possible. These regulations also come into force on 19th August 2024.

You can find out further information in this link: [New regulations for schools in next stage of attendance drive - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/new-regulations-for-schools-in-next-stage-of-attendance-drive)

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

The Education Hub has provided updated guidance for parents to support the understanding of forthcoming changes in relation to Penalty Notices and the

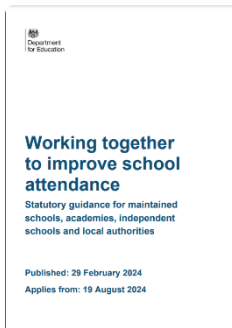
implementation of a new national framework. The changes include:



- All schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.
- From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**.
- Fines per parent will be capped to two fines (per parent per same child) within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

For further information please visit: [Fines for parents for taking children out of school: What you need to know - The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2024/02/29/fining-parents-for-taking-children-out-of-school-what-you-need-to-know/)

## Working Together to Improve School Attendance



New documents have been added! All the latest revisions to guidance ahead of the forthcoming changes for academic year 2024/25.

The revised attendance guidance is available now and will be statutory from August 2024.

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance)



### From September 2024 - What schools can expect their local authority to do

- Provide them with a named contact in the school attendance support team.
- Hold regular Targeting Support Meetings
- Offer regular opportunities for schools to come together to share effective practice
- Work with them to provide support for pupils who are persistently absent
- Agree a joint approach for severely absent pupils
- Take forward attendance legal intervention



### From September 2024 – What's expected for schools

- Have a 'support first' approach to attendance
- Have a clear attendance policy that is available on the school's website
- Accurately complete admissions and attendance registers
- Monitor and analyse attendance data to identify and target support
- Comply with the new data sharing requirements

- Have a senior attendance champion within the school

## **DfE daily attendance data collection - WONDE data – to become a mandatory requirement from September 2024**



WONDE is the DfE's software provider partner. The DfE is collecting automatic daily attendance data from schools that agree to share their data. At least 127 Bristol schools have already signed up. We encourage all schools to do so, those that are already on board are reporting positive feedback. This will be a mandatory requirement for all schools from 19<sup>th</sup> August 2024.

The benefits in getting daily attendance data:

1. gives schools, local authorities and academy trusts access to more up-to-date pupil-level attendance data
2. helps you meet the new expectations set out in [working together to improve school attendance](#)
3. will not add to your school's workload

For further information see this link: <https://www.gov.uk/guidance/share-your-daily-school-attendance-data>

## **From the Government - *What's available now to support schools with knowing about the forthcoming attendance changes?***



**Department  
for Education**

- Government letter to all Heads in England – schools to make autonomous choices about use
- [New regulations for schools in next stage of attendance drive - GOV.UK \(www.gov.uk\)](https://www.gov.uk) – schools can make autonomous choices to use content in things like their newsletters
- <https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/> – schools can make autonomous choices to use content in things like their newsletters
- DfE summer calendar of free attendance webinars for schools  
[https://content.govdelivery.com/attachments/UKDFE/2024/04/11/file\\_attachments/2843666/DfE%20attendance%20summer%20term%202024%20webinars%20and%20training%20calendar.pdf](https://content.govdelivery.com/attachments/UKDFE/2024/04/11/file_attachments/2843666/DfE%20attendance%20summer%20term%202024%20webinars%20and%20training%20calendar.pdf) – schools can make autonomous choices to book on. The sessions are applicable for all school-based staff who are involved with attendance.



## From Bristol City Council - *What's available to support schools with the knowing about the forthcoming attendance changes?*

- April's School Attendance Network meeting recording and back copies of attendance update newsletters are available on the Attendance Toolkit.
- Attendance Changes – September Readiness webinars (May/June) from the local authority. We aim to record 1 session and upload it to the attendance toolkit.
- From Term 6 onwards – look out for new content and templates which will be added to our existing Attendance Toolkit under a new tab which will include attendance documents such as template letters, template attendance policy, attendance leaflets, coding changes summary table etc...

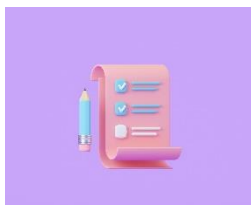


### **Communication from the local authority about the forthcoming national attendance changes**

The local authority is communicating information about the forthcoming national attendance changes in a number of ways, including (but not limited to):

- School Attendance Network Meetings
- Attendance Update Newsletters
- Primary and Secondary Heads meetings
- SENDCo's and DSL meetings
- Your school's attendance Targeting Support Meetings (TSMs)
- Other professionals and teams
- Our forthcoming September Attendance Briefings – dates TBC usually the first week of September

### **Attendance Changes – Operational Checklist for Schools**



*Are you wondering what your school needs to do to get ready for the attendance changes? Do you want to better understand what operational tasks need to be completed in readiness for September?*

If so, to help, we are producing a checklist for schools. The checklist will include the Top 'Must Dos' as well as the other 'Essentials' and also some additional 'Good to Dos'. It will be available on the Attendance Toolkit from Term 6 onwards.

## Absence Coding Changes – cracking the codes



From August 2024, some of the absence codes are changing and some are being clarified. The existing Code H (leave of absence for the purpose of family holiday granted by the school) also becomes obsolete. Therefore, the H code will no longer be used, any exceptional leave for holiday or other reason will be recorded with the C code. The absence code descriptors are outlined in <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> . We are also producing an absence code quick guide and summary table which will be available on the Attendance Toolkit from term 6 onwards.

## School Attendance Policy Template



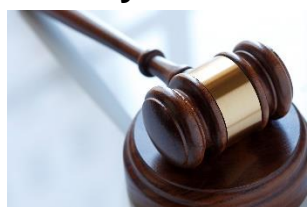
In line with the forthcoming national attendance changes, we recommend that you revise your school's attendance policy to make sure that its compliant. You should also make it available on your school's website. As we have done previously, to assist you, we will provide you with a school attendance policy template for your school to use if they wish. This will be available to download from the Attendance Toolkit from term 6 onwards.

## Attendance Contract Template (formerly parenting contract for attendance)



These should now be called Attendance Contracts (there is no obligation to have them, but they must be considered). As we have done previously, to assist you, we are providing you with an attendance contract template for your school to use if they wish. This will be available to download from the Attendance Toolkit from term 6 onwards.

## Penalty Notices Changes – The Law



**Penalty Notice Fines for School Attendance are changing - The government is introducing a new National Framework for Penalty Notices.**

- **NEW National Threshold** - Penalty Notice Codes of Conduct must include the same thresholds nationally - 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Bristol City Council must publish our Penalty Notice Code of Conduct.
- **NEW requirement for all schools to consider a Penalty Notice** - Where the Penalty Notice threshold is met, in each individual case, the school must consider if a Penalty Notice is appropriate and take into account any considerations under the Equality Act 2010.

- **NEW Notice to Improve (replaces the penalty notice warning letter)** - Schools should issue a Notice to Improve (where considered appropriate) – see below for more information.
- **NEW Increased fine amounts** – 1. The first time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance, the amount will be:  
£160 per parent, per child (if paid within 28 days) but reduced to: £80 per parent, per child if paid within 21 days.  
2. The second time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance to the same parent for the same child the amount within a 3-year rolling period the fine will be £160 per parent, per child (if paid within 28 days) There is no reduction in the amount.
- **NEW Penalty Notice cap** - A maximum of two fines for the same parent and same child in a rolling three-year period. If a 3<sup>rd</sup> offence is committed, other alternative action should be taken instead, such as prosecution. Prosecution may result in fines of up to £2,500 per parent, per child and cases found guilty in a Magistrate's Court can show on a parent's future DBS certificate.
- **UNCHANGED Penalty Notice fines are issued Per Parent, Per child.** This means that fines are issued to each parent, for each child who is absent. For example: If 2 siblings (who live with both parents) are absent for a term-time holiday this will result in each parent receiving 2 separate fines.

Please look out for a Penalty Notice poster (on the attendance toolkit) which summaries the changes regarding Penalty Notices. You may wish to download the leaflet and add your school logo before circulating it with your school community.

### Notice to Improve (NTI)



The new Notice to Improve (replaces the penalty notice warning letter) and schools should issue a Notice to Improve where considered appropriate. We are producing a Notice to Improve letter template which will be available on the Attendance Toolkit from term 6 onwards. The Notice to Improve can be downloaded from the Attendance Toolkit ready for schools to populate with the relevant information. The Notice to Improve is sent by the school but is co-signed by representatives from Bristol City Council and the school.

## Section 2: Key Dates & Training

### EWS Attendance CPD for Schools

Please see below for the Education Welfare Service CPD Courses for Schools Academic Year 2023-24 – many of our courses have concluded now, but we still have some sessions available.

Please note: Our attendance training offer for academic year 2024-25 is being finalised and will be ready for schools to book on by July 2024.

### Courses still available:

#### [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 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](mailto:tradingwithschools@bristol.gov.uk)

#### [Children Missing Education - Free](#)

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

Wed 12 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](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 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](mailto:tradingwithschools@bristol.gov.uk)

### Courses already concluded (but back next academic year):



### School Attendance Network Meetings - Free

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

Thursday 9<sup>th</sup> 10-12 noon

#### **January/February 2024**

Wednesday 31<sup>st</sup> 1-3pm

Thursday 1<sup>st</sup> 10-12noon

#### **April 2024**

Wednesday 24<sup>th</sup> 1-3pm

Thursday 25<sup>th</sup> 10-12noon

### 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

### 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

### Attendance Officers Introduction to Attendance Course – Chargeable £50 for both sessions

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 15<sup>th</sup> and Fri 22<sup>nd</sup> 10-12 noon

January 2024 – Fri 12<sup>th</sup> and Fri 19<sup>th</sup> 10-12 noon

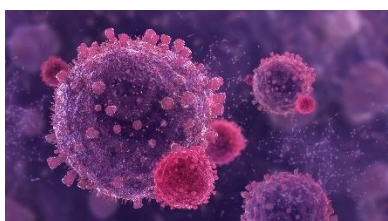
April 2024 – Fri 19<sup>th</sup> and Fri 26<sup>th</sup> 10-12 noon

### **Schools of Sanctuary - National Day of Welcome on the 14<sup>th</sup> of June**

Schools and colleges might like to consider taking part on the **national Day of Welcome on Friday 14<sup>th</sup> June**, just prior to Refugee Week- see: [A Day of Welcome - Schools of Sanctuary \(cityofsanctuary.org\)](https://www.cityofsanctuary.org) Registered Schools will be able to access a bank of curated activities, teaching resources and training activities. They can also choose to take part in a range of live webcasts with authors and others from refugee backgrounds. Sign up now to hear updates and gain access to the 2024 Toolkit, Teachers' Guide & Webcast registrations which will be launched on the 23rd of April 2024. [Register for A Day of Welcome 2024 \(office.com\)](https://www.office.com)

## Section 3: Other Attendance News, Features and Reminders

### Measles - What to do if you think a child has measles and absence coding



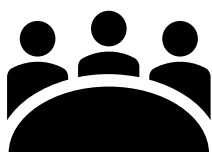
Cases of measles are rising across England, including among children. It's an infection that spreads very easily and for some people can cause serious problems. There's no specific medical treatment for measles, so it's important to get vaccinated as it's the best protection against becoming seriously unwell.

Read the new post: <https://educationhub.blog.gov.uk/2024/01/22/what-to-do-if-you-think-your-child-has-measles-and-when-to-keep-them-off-school/>

#### How should schools code measles absence?

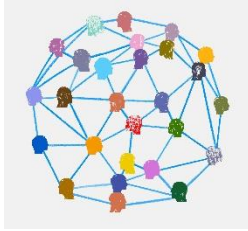
- For confirmed cases, schools should continue to use usual register codes for absence due to **illness**.
- If a child needs to isolate following public health advice, presently the most appropriate code is likely to be an absence authorised by the school (**code C**). **But, from September 2024, the code will be the new code Y6** (Unable to attend in accordance with public health guidance or law).

### UPDATE - Targeting Support Meetings (TSMs) for attendance



- This academic year, the wider delivery of the attendance targeting support meetings has commenced.
- So far, officers from the Education Welfare Service have offered TSMs to mainstream secondary schools, special schools and independent schools.
- During terms 5 and 6, Education Welfare Officers will be offering primary schools their TSM.
- Further information about TSMs can be found in the guidance [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance)
- The backstop position for all schools is EWS Attendance Helpline (0117 3521438 or [education.welfare@bristol.gov.uk](mailto:education.welfare@bristol.gov.uk)) and weekly attendance drop-in (please refer to the meeting link further on in this publication).

### South-West Attendance Network



The newly formed South-West Attendance Network has been meeting virtually at regular intervals this academic year. The group is an off shoot from one of the Government's Attendance Hubs.

The network is well attended and provides an excellent opportunity for operational attendance leads from schools to come together to share attendance practice and expertise.

The next meeting will take place on **Tuesday 11 June 3:30-5pm.**

If any of your colleagues would like to join this network, please pass on this link: [Registration Form.](#)

## Year 11s and study leave



The exam season is upon us, and the public exam period officially commenced on 9<sup>th</sup> May 2024. Please remember, legally, a child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. For a current year 11, the date this year is Friday 28<sup>th</sup> June 2024.

**Code S: Study leave** - <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Study leave should not be granted by default once tuition of the exam syllabus is complete, it should be used sparingly and only granted to Year 11 pupils during public examinations. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

As study leave is unsupervised it must be recorded as absence.

## Transition Guidance – Every child's right to a successful transition



As we head into the summer months, we start to think about those pupils who will be making a transition to another setting. Transition documents and guidance is available via the Schools Transitions tab on the Attendance Toolkit.

## City Wide Secondary Transition Day – Wednesday 3<sup>rd</sup> July 2024

Wednesday 3<sup>rd</sup> July 2024 has been agreed for the city-wide transition date. This has been communicated to all Primary headteachers. Schools can continue to run their own transition programme either side of this date.

A provisional date for City wide transition 2025 is *Wednesday 2<sup>nd</sup> July 2025*.

## Attendance Toolkit – new content added!

NEW - Attendance Quick Guides for Severe Absence and Persistent Absence

**Attendance Quick Guide**  
**Tackling Persistent Absence (PA)**

**Students classified as persistent absent:**

- Miss 19 or more days of school over the academic year, which is equivalent to below 90%
- Miss 10% or more of their possible sessions, which is around 7 days of absence across a school term
- Have less than 90% attendance

**The keys to maintain high level of attendance and minimise persistent absence are:**

**Prevention:**

- Deter poor attendance by developing an effective whole school attendance management and approach (including leadership, governing bodies, culture and ethos, behaviour, inclusivity, systems and processes)
- Use attendance and absence data rigorously and systematically to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission.

**Attendance Quick Guide**  
**Severely absent (SA) pupil with attendance of 50% and below**

Your school should be concerned about severely absent pupils because their absence can have significant negative impacts on their academic achievement, future opportunities and mental health and wellbeing. Additionally, prolonged absence increases the likelihood of engaging in risky behaviours and becoming socially isolated.

**Pupils cannot catch up if they don't show up!**

**Parents are expected to:**

- Work with the school to help them understand their child's barriers to attendance.
- Proactively engage with the formal support offered including any parenting contract or voluntary early help plan to prevent the need for legal intervention.

**Schools are expected to:**

**Prioritise severely absent students by making sure, as a minimum, they have:**

- An individual attendance action plan in place
- A lead practitioner from school assigned to them

**Additionally (but not limited to), introduce strategies such as:**

Our Attendance Toolkit is a self-serve repository for attendance documents, tools, templates and resources. Our Attendance Quick Guide series is on the toolkit and really popular, they are quick easy reads across a range of different attendance topics. We are always looking for opportunities to expand our resources. We now have 2 newly added Quick Guides – 1 for tackling **Persistent Absence (PA)** and 1 for **Severe Absence (SA)**. Look out for them in the Quick Guide section of the Attendance Toolkit.



## Healthy Schools

*Free lunchtime webinars from the Bristol Healthy Schools team!*

We're excited to announce FREE lunchtime webinars organised by Bristol Healthy Schools! These sessions provide practical tools and guidance on adopting a "whole-school approach" to various health topics, such as mental health, healthy eating, physical activity, smoking, vaping and substance misuse, healthy relationships, and more. Each session will offer insights to local information and offers of support. Additionally, we're collaborating with Brook and Unity to deliver a special webinar on sexual health education for secondary schools. Secure your spot at: <https://forms.office.com/e/reAyPyicUU>

### Has your school completed the Bristol Pupil Voice survey yet?

Just a friendly reminder for those who've already signed up for the Bristol Pupil Voice survey: the deadline to complete it has been extended to May 31st. It typically takes only about one PSHE class to finish. If you need more information, feel free to reach out to us at [healthy.schools@bristol.gov.uk](mailto:healthy.schools@bristol.gov.uk)

## Illness and absence



It is important to remind parents and carers about when it is appropriate for their child to attend school or not due to illness. The NHS have provided clear guidance available via their website at

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

## Information Directory for Schools Supporting Children with Medical Conditions



To help schools find expert and up to date information to support children with medical conditions, Sirona care & health's School Nursing service has identified resources for education settings.

These resources include the latest information, resources and training on epilepsy, anaphylaxis, allergies, and asthma. The websites have been reviewed by subject experts and approved by our Local Authority Commissioners.

Please see the information available on our [website](#), along with more details about our School Nursing service.

## Children's vaccinations



Childhood infections like measles and whooping cough are rising, with outbreaks across the country. Such infections can have a huge impact on your child's life. They can miss out on learning time because they are unwell, be hospitalised, and even experience life-long complications and disability. If your child isn't vaccinated, they're not protected.

It is important for you to take up the offer of the NHS' free childhood immunisation programme as soon as you are offered it to ensure your child has the best protection. However, if you or your child have missed a vaccine, it is never too late to check if you can catch up. You can check your child's Red Book to

see if they have missed any vaccines or check with their GP if you are unsure. The school aged immunisation service (SAIS) is available for all children of school age, irrespective of their education setting. Your child's GP surgery or the Local Authority Public Health teams will be able to provide contact details of your local SAIS.

## EWS traded attendance support options



The EWS have a variety of attendance support options that you can buy - other independent attendance providers are also available

- **Flexible support** charged at our half/whole day rates £295/£510 – general flexible attendance support. Good for short pieces of targeted input on a 1:1 basis across several CYP/families.
- **EWS parent/pupil attendance assessment** charged at £295 with the option of upgrading to full referral rate on conclusion – a more in-depth piece of one-off direct work with the family. An EWO contacts parent(s) and arranges to carry out an EWS assessment (Individual Assessment Profile) to explore the reasons for absence and if appropriate draws up an action plan with the parent(s)/carer(s) to resolve their child's attendance issues.
- **EWS full casework referral** charged at £855 per case – an in-depth piece of 1:1 direct work with the family over a number of weeks with the aim of improving attendance or instigating legal proceedings if there is evidence to do so. End to end case management included and it includes the above EWS parent/pupil attendance assessment and attendance action plan.

For further information please refer to the EWS brochure which is available to download from the Attendance Toolkit

(<https://bristolcouncil.sharepoint.com/sites/AttendanceToolkit/SitePages/CPD-%26-Training.aspx>) or contact us via email at [education.welfare@bristol.gov.uk](mailto:education.welfare@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 \(communitylearningwest.net\)](http://joinesol-Community Learning Bristol (communitylearningwest.net))

## 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 [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)

### Education Penalty Notices

In line with data protection duties and GDPR responsibilities, schools are politely reminded, when submitting requests to us at [educationpenaltynotices@bristol.gov.uk](mailto:educationpenaltynotices@bristol.gov.uk) they must always be **sent securely** and **1 email per family**. We recommend that you get requests to us within 2 school weeks of the pupil's last unauthorised absence being captured in the offence period.

### Bulk Admissions (Year 7 and Reception applications for September 2024) – National Application Deadlines



To do – to protect the rights of the child to an education:

- Support to make sure eligible children have made an application.
  - Support to make sure that they have an offer
  - Support to make sure that the parent/carer has made a decision in the system with the offer (e.g. accept/appeal/waiting list)
- Secondary application deadline was **31<sup>st</sup> October 2023**. Late applications can still be made but are dealt with after on-time applications. For further information please visit [Apply for a new year 7 secondary school place \(bristol.gov.uk\)](https://www.bristol.gov.uk/apply-for-a-new-year-7-secondary-school-place)
- Reception application deadline was **15<sup>th</sup> January 2024**. Late applications can still be made but are dealt with after on-time applications. For further

information please visit [Apply for a new reception primary place \(bristol.gov.uk\)](#)

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

## Elective Home Education (EHE)



We want to ensure a parental decision to Electively Home Educate their child is an **informed decision**.

Please **do not persuade or encourage** parents to consider EHE as an option, but if they raise it, please do signpost them to impartial information that outlines what EHE entails.

EHE should not be used as a way to avoid suspensions, permanent exclusion or to avoid attendance legal interventions.

Please ensure any parents considering EHE are made aware of the LA EHE guidance [Home education - bristol.gov.uk](#)

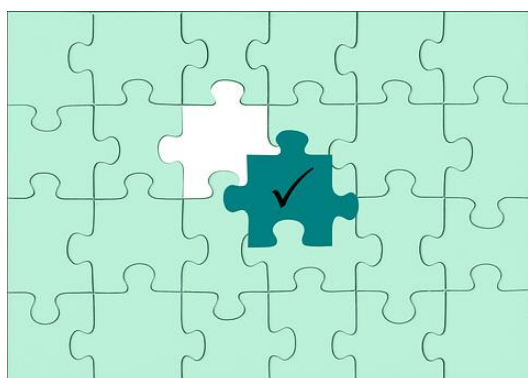
An EHE Quick Guide and a Briefing Note are available on the Attendance Toolkit.

Home education means that the child is not on a school roll and the parent is taking full responsibility for their education. [Read more about home education and home schooling](#) on the Department for Education blog.

Please notify [ehe@bristol.gov.uk](mailto:ehe@bristol.gov.uk) about any/all EHE requests.



## 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 [childrenmissingeducation@bristol.gov.uk](mailto:childrenmissingeducation@bristol.gov.uk) 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 \(CME\) \(bristol.gov.uk\)](https://www.bristol.gov.uk/children-missing-education-cme)

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 [School admissions code 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92422/school-admissions-code-2021.pdf)

### Children Missing Education (CME) webinar for schools



Last summer term, the Department for Education hosted a CME webinar for schools. It is now available on YouTube: [Children Missing Education – Webinar for Schools - YouTube](https://www.youtube.com/watch?v=...)

## 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 free weekly online drop-in session every Tuesday 11am-12 noon during term time.
- We encourage colleagues to join the meeting if they have specific questions relating to attendance or would like to share best practice.

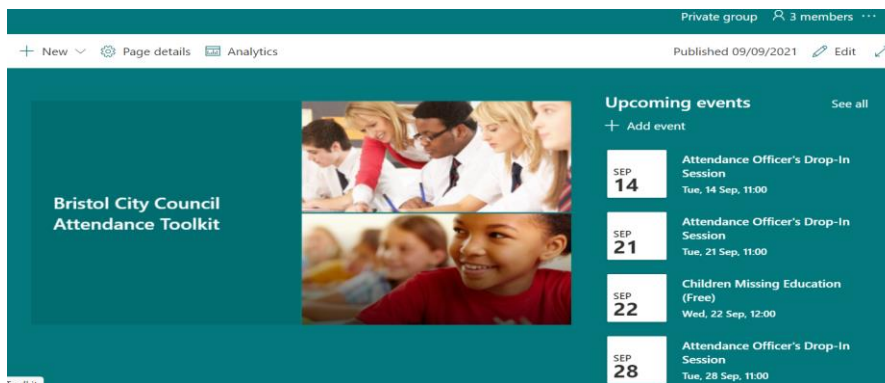
Join the Zoom meeting at:

<https://zoom.us/j/95659748840?pwd=WkRCZy93b0FZRGkxeU5oRlRRMHhsZz09>

Meeting ID: 956 5974 8840

Passcode: 354077

# 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.

# Section 4: Data

## Local Attendance Data

### Term 1 23/24

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		91.37	89.06	85.71	84.34	84.89	85.86	84.53	All-through	86.32	All-through	85.49
Specialist	12.67	67.02	74.86	73.55	72.46	71.55	72.33	78.56	Specialist	72.97	Specialist	75.06
Primary	91.66	95.14	95.93	95.14	94.48	94.91	94.96	93.84	Primary	94.92	Primary	94.75
Secondary		93.93	93.28	91.68	90.16	90.67	91.67	90.61	Secondary	91.65	Secondary	91.40
<b>All</b>	<b>74.71</b>	<b>94.09</b>	<b>94.08</b>	<b>92.89</b>	<b>91.85</b>	<b>92.26</b>	<b>92.74</b>	<b>91.89</b>	<b>All</b>	<b>92.79</b>	<b>All</b>	<b>92.63</b>

Note Week 1 = w/c 28/8/23 to capture the start of the academic year.

### Term 2 23/24 (up to 01/12/23 inclusive)

Phase	Week 10	Week 11	Week 12	Week 13	Week 14	Phase	Term to Date	Phase	Year to Date
All-through	86.38	85.13	84.28	83.35	82.93	All-through	84.31	All-through	85.49
Specialist	79.48	79.06	79.14	76.63	76.24	Specialist	78.17	Specialist	75.06
Primary	94.85	94.85	94.53	94.32	94.00	Primary	94.51	Primary	94.75
Secondary	91.30	91.32	91.15	90.82	90.72	Secondary	91.07	Secondary	91.40
<b>All</b>	<b>92.82</b>	<b>92.71</b>	<b>92.44</b>	<b>92.16</b>	<b>91.92</b>	<b>All</b>	<b>92.41</b>	<b>All</b>	<b>92.63</b>

### Term 3 23/24 (up to 02/02/24 inclusive)

Phase	Week 19	Week 20	Week 21	Week 22	Week 23	Phase	Term to Date	Phase	Year to Date
All-through	85.06	85.55	82.26	80.14	80.30	All-through	82.42	All-through	84.54
Specialist	77.07	79.57	78.26	77.69	78.47	Specialist	78.32	Specialist	72.66
Primary	92.83	94.47	93.33	92.83	93.31	Primary	93.40	Primary	94.20
Secondary	90.39	90.30	89.47	89.22	89.44	Secondary	89.73	Secondary	90.68
<b>All</b>	<b>91.23</b>	<b>92.19</b>	<b>91.07</b>	<b>90.59</b>	<b>91.00</b>	<b>All</b>	<b>91.22</b>	<b>All</b>	<b>91.93</b>

### Term 4 23/24 (up to 15/03/24 inclusive)

Phase	Week 26	Week 27	Week 28	Week 29	Phase	Term to Date	Phase	Year to Date
All-through	83.96	84.24	84.32	81.94	All-through	83.81	All-through	84.40
Specialist	79.67	79.30	78.26	76.10	Specialist	78.62	Specialist	73.75
Primary	93.87	93.95	94.12	92.92	Primary	93.81	Primary	94.07
Secondary	90.12	89.98	89.44	89.62	Secondary	89.83	Secondary	90.47
<b>All</b>	<b>91.70</b>	<b>91.68</b>	<b>91.58</b>	<b>90.99</b>	<b>All</b>	<b>91.56</b>	<b>All</b>	<b>91.81</b>

## Term 5 23/24 (up to 10/05/24 inclusive)

Phase	Week 34	Week 35	Week 36	Week 37
All-through	83.17	81.93	79.40	80.69
Specialist	78.54	77.21	76.45	74.57
Primary	93.93	94.43	93.73	94.17
Secondary	90.33	89.96	89.06	87.91
<b>All</b>	<b>91.82</b>	<b>91.84</b>	<b>90.95</b>	<b>91.00</b>

Phase	Term to Date	Phase	Year to Date
All-through	81.31	All-through	83.78
Specialist	76.83	Specialist	74.38
Primary	94.06	Primary	94.04
Secondary	89.43	Secondary	90.21
<b>All</b>	<b>91.43</b>	<b>All</b>	<b>91.69</b>

## Contact

If you require for further information in relation to this Attendance Update, please contact Vanessa Davies (EWS Lead) on [vanessa.davies@bristol.gov.uk](mailto:vanessa.davies@bristol.gov.uk).

Alternatively, for general attendance related questions, please contact the EWS Helpline on 0117 3521438 or email [education.welfare@bristol.gov.uk](mailto:education.welfare@bristol.gov.uk) and a Duty Education Welfare Officer will be available to assist you.