# Attendance Weekly Update

w/c 12th December 2022

Season's Greetings

As we approach the end of a very busy Term 2, we would just like to thank you for all your hard work in supporting improvements to attendance across the city, in often challenging circumstances.

We hope you manage to get some downtime over the holidays and have the chance to spend some time with friends and family over the Christmas break.


Department for Education (DfE) - Pupil Attendance and Absence in Schools in England: Data Dashboard
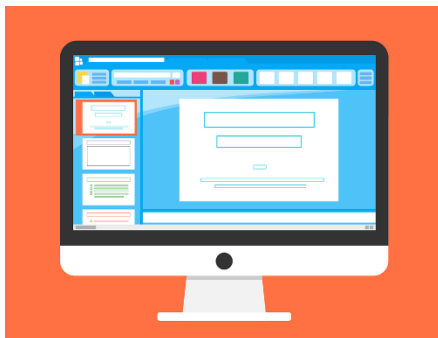
The DfE dashboard provides data on attendance and absence at National, Regional and Local Authority geographic levels. Data is available across state-funded primary, secondary and special schools and can also be broken down by individual school type. Drop-down menus at the top of the page allow customisation of breakdowns. Users will need to select a geographic level prior to selecting further options at Region or Local Authority level.

To access the DfE data dashboard please visit: https://department-for-education.shinyapps.io/pupil-attendance-in-schools/
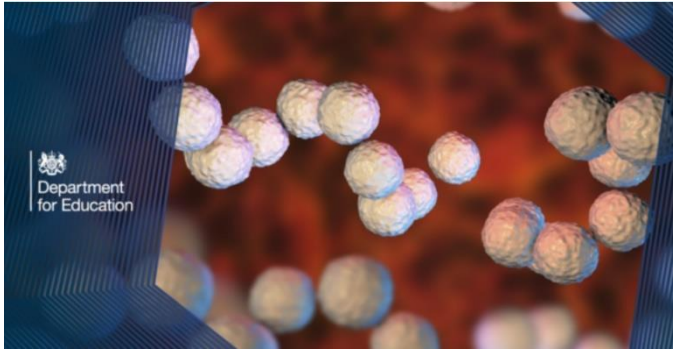
Strep A and scarlet fever – what are they and what are the symptoms? Information for parents, schools, colleges and early years providers

Scarlet Fever and Group Strep A Infections

UKHSA is reporting an increased number of cases of Group A streptococcus (Strep A) compared to normal at this time of year. There is no evidence that a new strain is circulating and the increase is most likely related to high amounts of circulating bacteria and social mixing.

What are scarlet fever and Strep A?

Scarlet fever is caused by bacteria called Group A streptococci (Strep A). The bacteria usually cause a mild infection that can be easily treated with antibiotics.

In very rare occasions, the bacteria can get into the bloodstream and cause an illness called invasive Group A strep (iGAS).

What are the symptoms of Strep A/scarlet fever?

Strep A infections can cause a range of symptoms that parents should be aware of, including:

- Sore throat
- Headache
- Fever
- A fine, pinkish or red body rash with a sandpapery feel
- On darker skin the rash can be more difficult to detect visually but will have a sandpapery feel

If a child becomes unwell with these symptoms, please advise parents to contact their GP practice or contact NHS 111 (which operates a 24/7 service) to seek advice.

If a child has scarlet fever, advise they stay at home until at least 24 hours after the start of antibiotic treatment to avoid spreading the infection to others.

Encourage parents to trust their own judgement and if their child seems seriously unwell call 999 or go to A&E if:

- a child is having difficulty breathing – you may notice grunting noises or their tummy sucking under their ribs
- there are pauses when a child breathes
- a child's skin, tongue or lips are blue
- a child is floppy and will not wake up or stay awake.

Managing confirmed cases

Early years settings and schools should contact their UKHSA health protection team if there is an outbreak of 2 or more scarlet fever cases within 10 days of each other and the affected individuals have a link, such as being in the same class or year group.

Further information for staff on how and when to do this can be found here: Managing outbreaks and incidents – GOV.UK (www.gov.uk)

If there are confirmed or suspected cases in an education or childcare setting, there is no reason for children to be kept at home if they are well.

How to help prevent Strep A?

To prevent the spread of Strep A, UKHSA advises children, young people and staff to implement good hand and respiratory hygiene practices.For more information visit the UKHSA website or the Education Hub. Resources will be made available in due course on the online resource centre.

Smudge – 'The Attendance Dog'

During our recent Attendance Locality Meetings, we have been asking colleagues to share best practice, the details of which we plan to include of the Attendance Toolkit.

One of the schools sharing practice was NOVA primary who introduced Smudge the school 'Attendance Dog'. Smudge comes into school twice a week and acts as the school attendance mascot appearing on the termly postcards to mark 100% attendance, which are included as part of the end of year draw.

Whilst many schools do not have the benefit of a school dog, the presence of Smudge is certainly an attraction for many pupils. Using Smudge to support attendance related activity is however, a great example of the inventiveness of schools and settings in taking actions to support attendance improvements.

School Data Packs Update - Information Required REMINDER
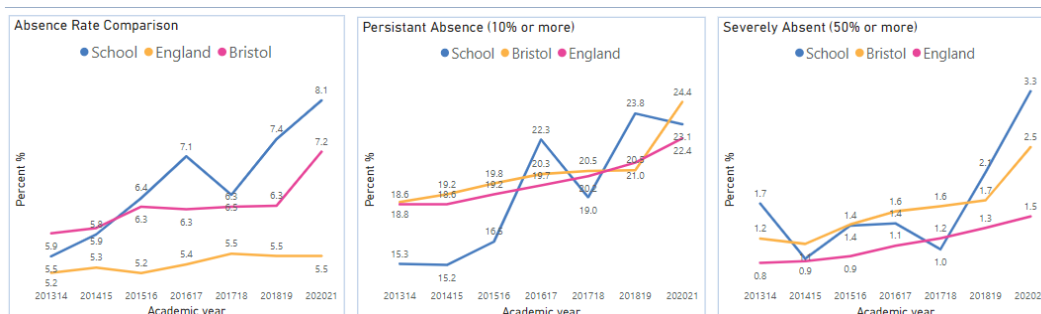
In the past the Bristol City Council created individual data packs relating to attendance and suspensions. We are now in the process of creating much more comprehensive data packs for all primary, secondary and special schools. It will be published in two tranches, the first being an analysis of data published by the DfE, the second an analysis of your own school's data.

Rather than us sending each school a PDF document, as we did previously, we will be giving each school access to their own bespoke data packs via the internet. Each user will access their school's data securely, and without the need for any software. Although we are producing the packs using Power BI you will not need to have it installed.

In preparation for setting up the links to the data packs when they are available, we are asking each school to nominate one person in your setting to be the main user. This person will then be able to nominate others in the school if they also want access to your school's report.

Please can you follow the link below to provide the details of the nominated member of staff

[School Attendance Data Pack - Nominated staff member](#)

'Missing Marks'

Systematically identifying and rectifying missing marks is a crucial element in the management of attendance in all schools and settings. It is important to recognise the importance of this practice in relation to the school health and safety management by identifying who is on site, safeguarding procedures to support the most vulnerable, First Day absence calling and also performance management.
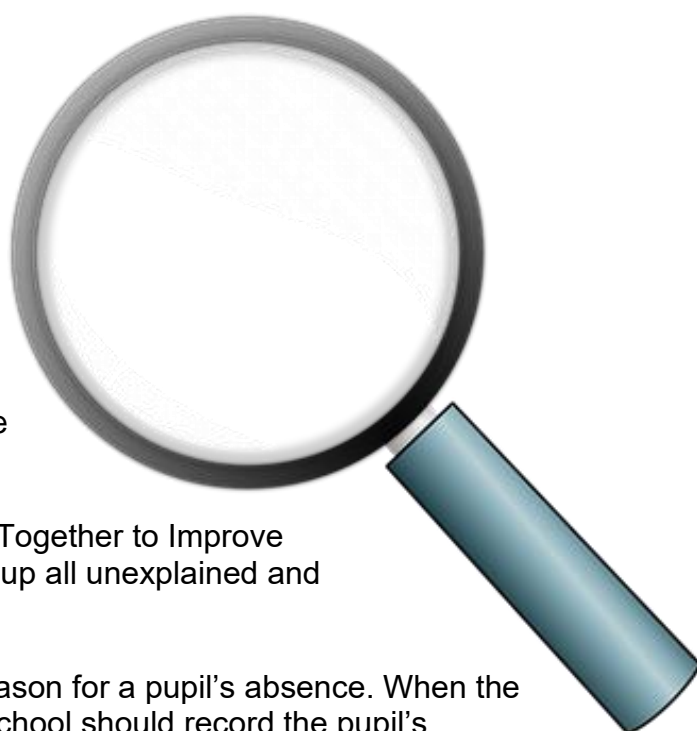
In line with the government guidance 'Working Together to Improve School Attendance' 2022, schools must follow up all unexplained and unexpected absence in a timely manner.

Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has been established the school should record the pupil's absence using the relevant code.

Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session.

Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.

Cost of Living

The Children's Commissioner for Wales has published the results of a national survey into issues facing children in Wales – although the findings are likely to be similar across the countries of the United Kingdom. The Commissioner interviewed 876 parents and 7,873 children aged 7-18 and findings include: 54% of parents worried about paying for school uniform; and 49% of parents worried about paying for resources for school, like stationery and equipment.

Read the news story: [Children worried about having enough to eat](#)

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](#)

Department for Education – Share your Attendance Data Daily

As many of you are already aware the Department for Education are trialling getting automatic daily attendance data from schools. Latest figures in Bristol indicate 112 schools have signed up already.

Getting daily attendance data will:

- give schools, local authorities and multi-academy trusts (MATs) access to more up-to-date pupil-level attendance data
- help you meet the new expectations set out in working together to improve school attendance
- not add to your school's workload

Schools should use the reports to help improve attendance by identifying trends and those pupils who need support, and sharing attendance data with their board, governing body and local authority.

The data will be collected by a company called Wonde.

If your school already uses Wonde's secure portal

Wonde will ask you via its portal to agree to share your attendance data. Once you agree, it will connect with your MIS to extract and securely transfer the data to us automatically each day. You can opt out of this data-sharing at any time.

If your school does not currently use Wonde's secure portal

You'll be contacted by Wonde's team to help you install the secure portal. If you've not been contacted by them, first check your junk folder, then email support@wonde.com. There will be no costs involved and it will enable you to share your attendance data with us.

Please note the data trial does not replace any data collection currently in place with the local authority. In addition, the data pack due to be released

shortly by the local authority will supplement the information provided through this data trial, not replace it.

School Attendance Network (SAN) Meetings

Dates for the upcoming SANS meetings later in the academic year are detailed below:
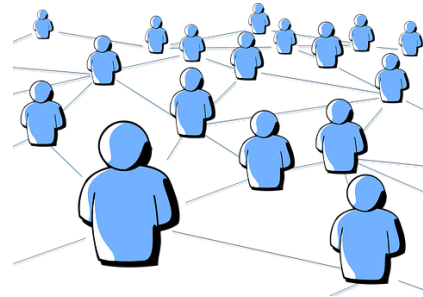
January 2023
Tuesday 24th 1-3pm
Wednesday 25th 12-2pm
Thursday 26th 10-12 noon

April/May 2023
Thursday 27th 1-3pm (April)
Wednesday 3rd 12-2pm (May)
Thursday 4th 10-12 (May)

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 1 Feb 2023 12:00 – 14:30
Wed 7 June 2023 10:00 – 12:30

Training – virtually, via Zoom
Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk
Attendance Casework – Chargeable £75

A half day course for school attendance staff working directly with parents whose children are not attending school regularly across the primary and secondary phases of education.
Education Welfare Service (EWS)

Wed 8 March 2023 11:00 – 13.30

Training – virtually, via Zoom
Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

[Parental Responsibility Measures - Penalty Notice Training for Schools - Free](#)
Penalty Notice Training for Schools - When is a Penalty Notice Appropriate?
Education Welfare Service (EWS)

Wed 18 Jan 2023 10:00 – 12:00
Wed 24 May 2023 10:00 – 12:00

Training – virtually, via Zoom
Booking via Trading with Schools
Trading with Schools Helpline 0117 922 2444
Email: tradingwithschools@bristol.gov.uk

[Parental Responsibility Measures - Irregular Attendance Prosecutions – Chargeable £75](#)
An invaluable course designed for schools who prepare their own witness statements for school attendance prosecutions.
Education Welfare Service (EWS)

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 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

Locality Meetings Term 2

Locality meetings have been set up to support attendance related activity at a local level. We have set up this network of meetings to create a community of practice by bringing together groups of schools in similar circumstances. Please could you email the Attendance and Belonging Team attendanceandbelongingteam@bristol.gov.uk if you are able to attend one of the locality meetings shown in the table below:

Meeting Type	Locality meeting date	Locality meeting time	Link
ALP	Weds 01.02.23	1.30pm - 3pm	Click here to join the meeting
E&C Secondary	Tues 24.01.23	2pm - 3.30pm	Click here to join the meeting
E&C Primary	Thurs 26.01.23	10.30am - 12pm	Click here to join the meeting
Independent	Fri 27.01.23	10.30am - 12pm	Click here to join the meeting
North Primary	Weds 08.02.23	11am - 12.30pm	Click here to join the meeting
North Secondary	Thurs 09.02.23	10.30am - 12pm	Click here to join the meeting
South Primary	Weds 18.1.23	10.30am - 12pm	Click here to join the meeting
South Secondary	Friday 03.02.23	10.30am - 12pm	Click here to join the meeting
Specialist	Weds 08.02.23	2pm - 3.30pm	Click here to join the meeting

Reception Applications for September 2023

Reception Admission – September 2023

Establishments with children born between 1st September 2018 and 31st August 2019 should ensure that all their parents are aware that they must make an application for Reception in September 2023 **by midnight on 15th January 2023.**

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.

Weekly Attendance Officer Drop-in Sessions – Every Tuesday

•To support the work of Attendance Officers and other colleagues concerned about an attendance issue we have arranged a weekly online drop-in session every Tuesday 11am-12 noon
•We would encourage colleagues to join the meeting if they have specific questions relating to attendance or would like to share best practice. Join the Zoom meeting at:

https://zoom.us/j/92106436030?pwd=NEpsN2tJZGFzVUZ3cWRWbDZGTGVtZz09

Families Arriving from Ukraine - update

Families from Ukraine continue to arrive in Bristol under a number of schemes, including the government's Homes for Ukraine, the Family Visa system and via third party organisation for those with specific needs including children and young people requiring medical intervention. As families and their families are arriving via a number of different routes this requires careful checking and tracking.

To ensure we can place the children and young people in schools and settings as quickly as possible please follow the guidance as detailed below

If you are able to offer a place in your setting for a Ukrainian child/ young person following an admissions enquiry, please can you process the application as soon as possible, following your usual processes. So that we can ensure we support these pupils in the best way possible please can you complete the Microsoft form detailed below. If Bristol City Council processes your in year admissions applications, as soon as a place is allocated and accepted, please also complete the Microsoft Form

Ukrainian refugee children - Notification of school admissions and enquiries

If you are unable to offer a place in your setting for a Ukrainian refugee child/young person following an admissions enquiry, please can you complete a Children Missing Education Form by following the link below:

Children missing education (CME) - bristol.gov.uk

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 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!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2l0BBIODVl6bMzatBRpYgZrW3mmJEKB-RIA$

Attendance Toolkit
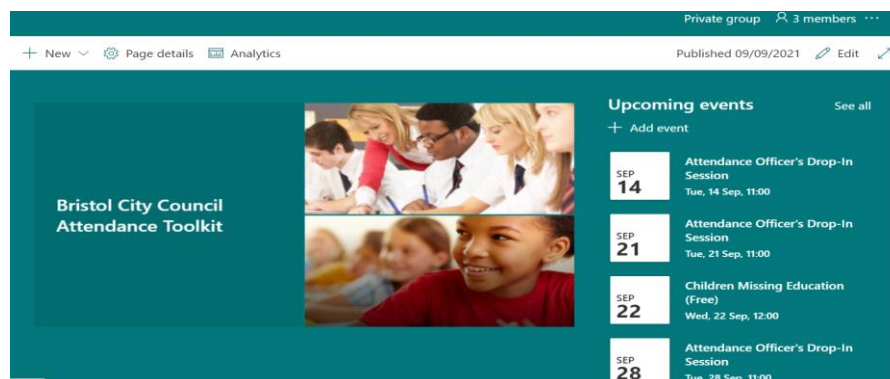
To support communication and practice around attendance related issues, we have set up an Attendance Toolkit on a SharePoint site for professionals.

For BCC Staff

Please follow the following the link [Attendance Toolkit - Home (sharepoint.com)](#) to trigger a request for access

For Non- BCC Staff

Access to the site is via the supply of a named email for an individual as opposed to a departmental or general email so you can be registered for access. If you are on the Attendance or Bristol Inclusion Panel mailing lists you should be set up already. For other colleagues please email the attendanceandbelongingteam@bristol.gov.uk to request access, providing your email details. You will then be invited to join the SharePoint site, if you have not received an email within 2 working days of making a request, please check your spam folder. We recommend you save the SharePoint site link in your favourites.

Local Attendance Data

Term 1

Phase	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Phase	Term to Date	Phase	Year to Date
All-through		92.41	89.20	87.17	87.12	87.92	87.62	85.79	All-through	88.14	All-through	88.14
Specialist	36.20	70.45	76.77	74.29	73.77	74.66	75.00	73.65	Specialist	74.01	Specialist	74.01
Primary	88.94	95.38	95.25	94.59	94.94	95.02	94.66	93.38	Primary	94.76	Primary	94.76
Secondary	92.92	94.15	92.79	90.69	91.52	91.84	92.05	90.11	Secondary	91.98	Secondary	91.98
All	86.82	94.26	93.64	92.42	92.84	93.05	92.91	91.46	All	92.97	All	92.97

Note Week 1 = w/c 29/8/22 to capture the start of the academic year.

Term 2

Phase	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
All-through	87.90	88.20	87.41	86.59	85.39	84.46	
Specialist	74.01	75.46	73.92	70.57	72.06	76.53	
Primary	94.98	94.61	93.68	92.18	92.22	90.55	
Secondary	91.87	91.33	90.08	87.72	86.83	86.31	
All	**93.01**	**92.67**	**91.60**	**89.83**	**89.49**	**88.42**	

Phase	Term to Date
All-through	86.79
Specialist	73.50
Primary	93.23
Secondary	89.24
All	**91.02**

Phase	Year to Date
All-through	87.57
Specialist	74.08
Primary	94.08
Secondary	90.74
All	**92.11**

Contact

If you require for further information in relation to this Attendance Update, please contact Lesley O'Hagan on [lesley.o'hagan@bristol.gov.uk.](mailto:lesley.o'hagan@bristol.gov.uk)