

Attendance Weekly Update w/c 8th May 2023



Wonde Data Management Licence

Some schools may have received notification of charges relating to the provision of Wonde products. Wonde provides the software to facilitate the collection of Department for

Education (DfE) data collection directly from schools. To share data with DfE as part of the daily attendance data collection, schools only need to have Wonde Basic, which is free of charge. Schools therefore only need to pay for Wonde if they are using Wonde for other services outside of DfE's daily attendance data collection.

For further information about how schools can share their daily attendance data and access attendance reports please visit Share your daily school attendance data - GOV.UK (www.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 Admissions (bristol.gov.uk)

 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.

School absences

The Guardian has published a news story on factors contributing to school absences in England. Local authorities reported an increase in anxiety and a lack of mental health support as factors, particularly since the coronavirus pandemic.

Read the news story: Rise in school absences since Covid driven by anxiety and lack of support, say English councils

Department for Education (DfE) upcoming webinar on responsibilities where a mental health issue is affecting attendance

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods.

The DfE are hosting a webinar, with an opportunity for Q&A, to support the publication of the <u>summary of responsibilities where a mental health issue is</u> affecting attendance guidance.



This will include best practice examples for:

- steps to overcome barriers to attendance
- staff and parent engagement
- · intervention options
- impact for the child
- · monitoring progress

The webinar will be on Wednesday 10 May, 4pm to 5:15pm. To register your interest, please complete the DfE short form.

If you have any questions regarding the webinar, please email contact attendance.webinar@education.gov.uk.

An update on the Operation Encompass Teachers' Helpline for staff in all education settings

One barrier to children and young people attending school can be living in a



household where domestic abuse is experienced. The Operation Encompass Teachers' Helpline is available for all education staff to speak in confidence with an educational or clinical psychologist, about how best to support children in their setting who may be experiencing domestic abuse.

The helpline is available on 0204 513 9990

8am to 1pm, Monday to Friday, term-time Calls are charged at a local rate

Please note that calling the helpline should not replace statutory safeguarding processes.

Further information and resources are available from the <u>Operation Encompass</u> website.

GP registration process for Ukrainian arrivals

All Ukrainian arrivals are entitled to full and free access to the NHS. It is particularly important that children and young people are registered with a GP, so they can access treatment, vaccinations, and mental health support.

To help individuals register with GPs, the NHS have developed <u>bilingual registration forms</u> and parents should be reminded that proof of address or other forms of identification are not required when registering.

Upcoming National Tutoring Programme (NTP) webinars on summer tuition for schools

The Department for Education (DfE) announced that <u>over 3.3 million NTP courses</u> have been started, including almost 840,000 during this academic year so far.



It's not too late to deliver tutoring to boost pupils' attainment and schools can spend this year's NTP funding until 31 August 2023.

To support this, the DfE are hosting 2 webinars to help plan tuition over the summer. This could also be used as part of a reintegration programme to support pupils with attendance concerns. The school will be joined by a school and their tuition partner, who will share their experience delivering tutoring during school holidays. There will also be the chance to ask questions.

To submit a question in advance, please email ntp.engagement@education.gov.uk.

Please register using one of the links below, the content of the webinars is the same on both days:

- Thursday 18 May, 3:30pm to 4:15pm
- Friday 19 May, 12:30pm to 1:15pm

Industrial Action Update

The National Education Union (NEU), NASUWT, Association of School and College Leaders (ASCL) and National Association of Head Teachers (NAHT) have rejected the government's pay offer. The NEU announced strike action for Thursday 27 April and Tuesday 2 May.

The <u>handling strike action in schools</u> guidance has just been updated.

The guidance updates include further information on prioritising pupils due to take public examinations and children of emergency workers

Recording pupils' attendance

If a school has to restrict attendance by telling some pupils not to attend school on a strike day, the **Y code** should be used for pupils who told not to attend. Pupils who are required to attend should be marked in the normal way. If a pupil is required to attend school on a strike day but does



not, then they must be recorded as absent. The Y code does not count towards the pupil or school's absence record.

Year 11s and Study Leave 2023



Pupil entitlement, wellbeing and safeguarding need to be considered as well as absence coding when planning the year 11 arrangements for pupils.

Department for Education School
 Attendance Guidance can be found
 here: Working together to improve
 school attendance - GOV.UK
 (www.gov.uk)

Code S: Study leave

- Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
- As always, study leave can only be granted during the public examination period. If a school chooses to use study leave, the S code can be applied for year 11s that are not expected to attend the session. The S code should only

- be applied for the sessions that fall between the commencement of the first exam and the last scheduled exam in the public examination period.
- The ability for vulnerable pupils to be able to access on site learning and space for revision is important and should be encouraged where possible. If pupils do attend when they do not have exams, then they should be marked as an attendance in the register.
- If a school gives permission for year 11s to work offsite prior to the commencement of the public examination period, the S code must not be applied, and another absence code will need to be used.
- As always, it is up to schools to decide how to record sessions in the
 attendance register in line with the Education (Pupil Registration) (England)
 Regulations 2006 as amended, based on the individual circumstances in
 question. Further guidance is provided here: Working together to improve
 school attendance GOV.UK (www.gov.uk)
- Unless another absence code is more applicable, the most likely code for a year 11 school agreed absence (with permission of the school) prior to the commencement of the public exam period is C code.

Code C: Leave of absence authorised by the school

- The government does not use any year 11 term 6 attendance data in its attendance performance tables.
- That noted, the wellbeing and safeguarding of year 11 pupils remains
 paramount and therefore there is an expectation that schools should be
 continuing to work with this cohort.

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 30th June 2023.

Action: training to improve your school or college's approach to mental health and wellbeing

Join more than 11,000 settings that have benefited from DfE accredited senior mental health lead training. The training develops your mental health lead's knowledge and practical skills to embed an effective whole school or college approach to mental health and wellbeing, which supports learning,

behaviour and attendance. The training covers:

- identifying mental health and wellbeing needs and monitoring the impact of support
- approaches to plan and lead change aligned to the work of your designated safeguarding lead/special educational needs coordinator
- · developing your universal and targeted support offer
- engaging students/pupils and developing positive relationships with parents, families and carers

Take five minutes to <u>register</u> for grant funding to attend a course commencing up to 31 March 2024. You can choose from over 100 courses (beginner, intermediate and advanced levels) tailored to the needs of your settings and use the funding for supply cover if needed

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

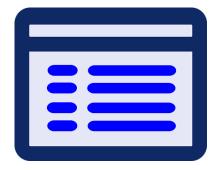
This group meets on a termly basis and the dates for the remainder of this academic year are detailed below:

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 attendanceandbelongingteam@bristol.gov.uk

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 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 for how to apply

For further information please visit Apply for a new year 7 secondary school place (bristol.gov.uk)

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.

International Rescue Committee 'Healing Classrooms' FREE Training

The <u>International Rescue Committee</u> is delighted to offer their free training programme to educators in Bristol.



What is the Healing Classrooms programme?

Crises, conflict and displacement have a direct and profound impact on the physical integrity, well-being and learning ability of refugee children and young people. With the right support, the negative effects of suffering and stress can be reduced and refugee children can heal, grow, learn and thrive.

The <u>Healing Classrooms</u> approach, based on over 40 years of research, provides you with the resources and support to achieve this. It covers **how to provide safe and supportive learning environments** for refugee students in your school alongside practical advice and resources on **how to incorporate social-emotional learning and trauma-informed pedagogy** into the curriculum.

To register for this free online training, please click the link below:

Online training sessions

The training consists of **3 online sessions** led by an IRC education specialist who has experience of the English education system as well as having worked with refugees both in this country and abroad. The sessions will provide you with an opportunity to learn about the Healing Classrooms model and to share expertise with other educators.

Each session will last around 1h30min and will take place on **Wednesday 10 May**, **17 May and 24 May at 4 pm**. Once you have registered, we will send you a Healing Classrooms educator handbook in the post. You will need this during the sessions.

Register here

Workshop series: A Trauma-Informed Approach in Education

Crisis and conflict have direct and profound effects on children's physical safety, well-being and ability to learn. The International Rescue Committee offer this **two-part workshop series** in which they explore the causes, consequences and ways to support refugee



students (at the individual and organisational level) to cope and overcome trauma and toxic stress and to thrive in their new school. Sessions are led by an IRC education specialist who has over 20 years of experience supporting refugee and EAL students in the English education system.

24 - 25 May 2023

Sign up here

Compare pupil attendance with other schools in your local authority

78% of schools are now sharing daily attendance data with the DfE.

This month, the DfE are rolling out new functionality to allow mainstream schools



that are sharing data to compare attendance with other schools within their local authority area. Once this is available, you will be able to see the 'compare your attendance tab' in view your education data.

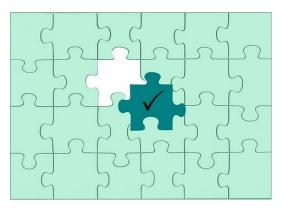
The tool will help schools to identify strengths and priorities and signpost to additional guidance and support.

All schools can continue to view local authority level attendance data using the <u>pupil</u> <u>attendance dashboard</u>, which is updated fortnightly.

To share daily attendance data and get access to these tools, please <u>email Wonde</u>. If you already use Wonde, please accept the request from us in your Wonde portal.

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.

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 if you live in Bristol and:

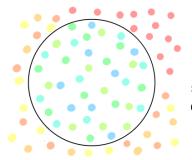
- your child is not currently on roll at a Bristol school or receiving elective home education
- you applied directly to a school and were told there are no places in the appropriate year group
- you applied directly to a school more than 10 school days ago and have not had a response

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 School admissions code 2021 (publishing.service.gov.uk)

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:

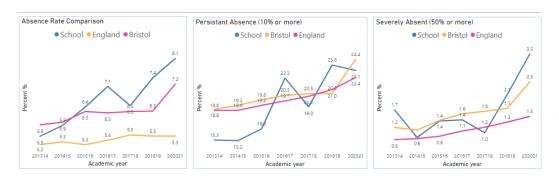
Thursday 25th May 23: 1pm – 3pm

Wednesday 21st June 23: 1pm – 3pm

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 attendanceandbelongingteam@bristol.gov.uk

School Data Packs Update – Data Packs are now live



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

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

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 courses 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 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

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 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

<u>Parental Responsibility Measures - Irregular Attendance Prosecutions – Chargeable</u> £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

<u>Improving School Attendance – Support for Senior Leaders in Schools and Settings</u> – 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 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 5



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:

For Term 5 only we have decided to combine the primary locality meetings into one central meeting to review best practice ideas and the same will apply to the secondary meetings. Independent Schools are invited to attend either the primary or secondary meetings which are most appropriate. We will continue to have separate meetings for specialist settings and ALPs for Term 5.

Term 5 Locality Attendance Meetings

Meeting Type	Locality meeting date	Locality meeting time	Link
ALP	Weds 17.05.23	1.30pm - 3pm	Click here to join the meeting
Secondary	Thurs 18.05.23	10.30am- 12pm	Click here to join the meeting
Primary	Weds 17.05.23 Please note new date	10.30am - 12pm	Click here to join the meeting
Specialist	Weds 24.05.23	2pm - 3.30pm	Click here to join the meeting

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 quidance 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

<u>Ukrainian refugee children - Notification of school</u> <u>admissions and enquiries</u>

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*20 Posters*20Style3.pdf?dl=0 ;JSU!!KUxdu5bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2l0BBlODVl6bMzatBRpY aZrW3mmJEKB-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 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	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

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
AII	92.48	91.98	91.35	90.96	92.47	90.57	All	91.67	All	91.66

Term 5 (Please note at the time of publication the latest attendance data is not available and will be included in the Weekly Attendance Update as soon as it is available).

Phase	Week 34	Week 35	Week 36	Week 37	Week 38	Week 39	Phase	Term to Date	Phase	Year to Dat
All-through	86.23						All-through	86.23	All-through	86.
Not applicable	75.22						Not applicable	75.22	Not applicable	73.0
Primary	92.49						Primary	92.49	Primary	93.
Secondary	87.22						Secondary	87.22	Secondary	90.0

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.