



Attendance Weekly Update

w/c 17th October 2022

Applications for Secondary School places for school year 2023-24 **DEADLINE 31st OCTOBER 2022**

At this time of year many secondary settings will be holding their open evenings for

apply for a secondary school place for the school year 2023-2024

If your child was born between 1 September 2015 and 31 August 2019 you will need to apply for a school place by 31 October 2022.

REMEMBER THE DEADLINE - 31 October 2022 - APPLY ONLINE

What do I need to do to apply for a school place?

- Check out the guidance on applying to schools – available at www.bristol.gov.uk/schooladmissions, or by contacting School Admissions. The guidance contains details on how to when to apply, information on each school along with their admissions policy and oversubscription criteria. With the mix of different types of school from Church schools, Foundation schools, Academies, Free Schools and Community schools the admissions policy could be different for each school you put as a preference so it's important to ensure you check this carefully.
- Some schools require supplementary forms to be completed as well as the common application form. Make sure you check if this applies to the school(s) you are interested in.
- Visit the schools. All schools hold open days. School websites provide details of open evenings and other events.
- Look at the school's prospectus and its website which are useful sources of information.
- You can name up to three school preferences. We advise you to name more than one school.
- Make sure you apply on-time. The deadline is 31 October 2022.

School Admissions (CH)
Bristol City Council
PO Box 3395, Bristol, BS1 9NE
www.bristol.gov.uk/schooladmissions
e school.admissions@bristol.gov.uk
t 0117 903 7694

Why apply online?

- The system helps you by checking for errors.
- There is no risk that your application will be lost in the post.
- It is quick and easy to do.
- You will get an immediate email confirming that your application has been received.
- You will receive an email notification of the outcome of your application on the same day as the offer letters are posted.
- The system is available 24 hours a day until the final submission time of midnight on 31 October 2022.

Apply online www.bristol.gov.uk/schooladmissions

TRADING WITH SCHOOLS BRISTOL LEARNING CITY
www.bristol.gov.uk/schooladmissions

families deciding where to apply for their child's secondary place next year. Guidance on applying online can be found at www.bristol.gov.uk/schooladmissions or by contacting the School Admissions Team at school.admissions@bristol.gov.uk or 0117 903 7694. We ask for primary colleagues working with Year 6 pupils to alert families of the deadline 31st October 2022 and support them accessing the application process.

Reception and Year 7 Admissions Applications for September 2023

A guide for parents and carers on applying for a primary school place for the school year 2023-2024

If your child was born between 1 September 2018 and 31 August 2019 you will need to apply for a school place by 15 January 2023.

REMEMBER THE DEADLINE - 15 January 2023 - APPLY ONLINE

What do I need to do to apply for a school place?

- Check the guidance on applying for schools – available at www.bristol.gov.uk/schooladmissions, or by contacting School Admissions. The guidance contains details on how to when to apply, information on each school along with their admissions policy and oversubscription criteria. With the mix of different types of school from Church schools, Foundation schools, Academies, Free Schools and Community schools the admissions policy could be different for each school you put as a preference so it's important to ensure you check this carefully.
- Some schools require supplementary forms to be completed as well as the common application form. Make sure you check if this applies to the school(s) you are interested in.
- Visit the schools. All schools hold open days. Contact the school directly for further details on open days.
- Look at the school's prospectus and its website which are useful sources of information.
- You can name up to three school preferences. We advise you to name more than one school.
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Apply online www.bristol.gov.uk/schooladmissions

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www.bristol.gov.uk/schooladmissions

Reception Admission – September 2023

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

Please make it clear to parents/carers when carrying out pre-school home visits or meetings that they must apply separately for a Reception school place by **the closing date of 15th January 2023.**

For both reception and secondary transition activity you may wish to contact parents/carers via Facebook, Twitter, and Group Text, as well making information available on the school's website and by issuing paper or on-line newsletters.

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

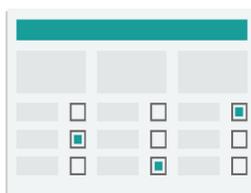
Planning for Term 2

As we approach the end of Term 1 you may wish to start planning attendance activities for the new term ahead, in particular:



- Attending one of the new Attendance Locality Meetings details can be found later in this update.
- Ensuring a member of staff from each school/setting attends the School Attendance Network meetings details found later in this update.
- Booking attendance related courses including the new course 'Using data to support improvements to attendance'. Other CPD and training courses are detailed later in this update
- We will be commencing the Targeting Support Meetings in line with the government guidance 'Working Together to Improve School Attendance' starting next term and we will make contact with individual schools to arrange

Survey – The impact of mental health and anxiety **Your help needed**

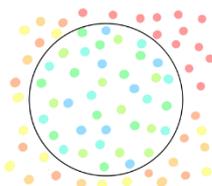


We are aware that there are a high number of children and young people in Bristol who are struggling to attend their school/setting due to anxiety and mental health concerns. In order for us to understand the scale of the issue, please can you complete this short, anonymous survey by 21st October 22.

The survey asks for **approximate number of pupils** who are experiencing **high levels of anxiety and mental health related attendance issues** and should only take a few minutes to complete. Many thanks. Please follow the link below.

[Anxiety and mental health - Attendance survey](#)

Suspensions – key reminders



Should you unfortunately need to exclude a pupil for a fixed length of time, any suspensions, even for short periods, must be formally recorded. It would also be unlawful to suspend/exclude a pupil simply because they have SEN or a disability that the school feels it is unable to meet and it is recommended advice is sought from the relevant local authority team for further advice and support. It is also unlawful to suspend/exclude a pupil for a reason such as: academic attainment/ability; or the failure of a pupil to meet specific conditions before they are reinstated, such as to attend a reintegration meeting. An informal or unofficial exclusion, such as sending a pupil home 'to cool off', is unlawful when it does not follow the formal school exclusion process and regardless of whether it occurs with the agreement of parents.

Help for Households

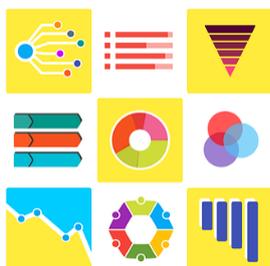
To help with the cost of living crisis the government has launched a website detail a range of support for households. This is available from the link below:



[Help for Households - Get government cost of living support](#)

Please do share with your parents and carers to ensure they receive the necessary help and support to which they are entitled.

Reminder New Course – Using data to support improvements to attendance



This is a new free online course to help support colleagues meet the requirements of the new government guidance 'Working Together to Improve School Attendance' 2022. In line with the new guidance schools and settings are expected to proactively use data to identify pupils at risk of poor attendance. These courses are suitable for all staff involved in monitoring attendance including, attendance officers and SLT with attendance responsibilities.

3 sessions have been produced to cover primary, secondary and specialist provision as detailed below:

- Using data to support improvements to attendance in **primary schools** and settings 4th Nov 9-12noon
- Using data to support improvements to attendance in **secondary schools** and settings 11th Nov 9-12noon
- Using data to support improvements to attendance in **specialist schools** and settings 18th Nov 9-12noon

Booking via Trading with Schools:

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

Reminder Education Welfare Service CPD Courses for Schools Academic Year 2022-23



To assist with your planning for this academic year the Education Welfare Team has released key dates for training and CPD opportunities. Please note that additional course are likely to be added during the academic year and details will be provided via the Weekly Attendance Update.

[Children Missing Education - Free](#)

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

Wed 30 Nov 2022 12:00 - 14:30

Wed 1 Feb 2023 12:00 – 14:30

Wed 7 June 2023 10:00 – 12:30

Training – virtually, via Zoom

Booking via Trading with Schools

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

[Attendance Casework – Chargeable £75](#)

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

Education Welfare Service (EWS)

Wed 8 March 2023 11:00 – 13.30

Training – virtually, via Zoom

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

[Parental Responsibility Measures - Penalty Notice Training for Schools - Free](#)

Penalty Notice Training for Schools - When is a Penalty Notice Appropriate?
Education Welfare Service (EWS)

Wed 18 Jan 2023 10:00 – 12:00

Wed 24 May 2023 10:00 – 12:00

Training – virtually, via Zoom

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

[Parental Responsibility Measures - Irregular Attendance Prosecutions – Chargeable £75](#)

An invaluable course designed for schools who prepare their own witness statements for school attendance prosecutions.

Education Welfare Service (EWS)

Wed 23 Nov 2022 12:00 - 14:30

Tues 16 May 2023 12:30 – 15:00

Training – virtually, via Zoom

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

[Improving School Attendance – Support for Senior Leaders in Schools and Settings – 1 free place per setting](#)

This course provides guidance and practical strategies to school senior leaders with an attendance remit to support improvements especially for vulnerable groups.

The first part of this course sets out the principles underpinning an effective whole school strategy for attendance and develop a sense of belonging. The second part of this course outlines actions that schools may consider taking to improve attendance for all pupils, pupils at risk of persistent absence and pupils who are persistently absent (PA).

Wed 16 Nov 2022 10:00 – 12:30

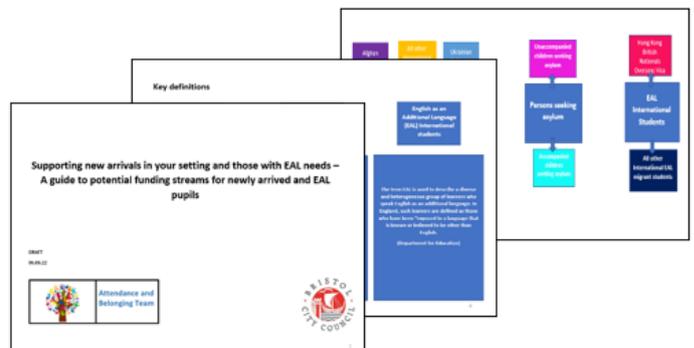
Wed 15 March 2023 13:00 – 15:30

Wed 14 June 2023 10:00 – 12:30

Training – virtually, via Zoom

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

Reminder Supporting new arrivals from overseas in your setting and those with EAL needs - A guide to potential funding streams for newly arrived overseas and EAL pupils



This document contains a number of diagrams and flowcharts to outline the different arrival routes that some children and families may take when settling in the UK from overseas. This document also contains information regarding children and young people with English as an Additional Language (EAL), some of whom will be newly arrived in the UK. This document also explains the different funding streams available for each cohort where available (Refugees, Asylum Seekers, EAL International students) and what schools and settings need to do when applying for funding. In addition there is advice on how to support the children and young people using the funding where available.

A summary of this document has also been produced to provide colleagues with a synopsis of the main guidance.

Access to the main document and summary is via the Attendance Toolkit details of which can be found later in this update.

Reminder Pupil Tracking Referral

At the start of the academic year schools will experience a number of pupil movements on and off roll. For pupils who are on your school roll but you have been unable to confirm their whereabouts at the start of this term, despite reasonable enquiries you may need to consider making a Pupil Tracking Referral to notify the local authority about the situation. When completing the referral form this will involve cross referencing with the [Children Missing Education guidance](#).



Please complete a pupil tracking form when:

- you've been advised the pupil has moved out of the area but you do not have a new address for them:
 - check Children Missing Education guidance: reasons 5, 6 and 8, before making a Pupil Tracking Referral
- the pupil has not returned from a planned leave of absence and your school's reasonable enquiries have not located the pupil
 - check Children Missing Education guidance: reason 6, before making a Pupil Tracking Referral
- the pupil has ceased to attend the school and you've not been able to trace the pupil despite making reasonable enquiries
 - check Children Missing Education guidance: reasons 5, 6 and 8, before making the Pupil Tracking Referral

For more, information about making Pupil Tracking Referral please follow the link: [Education Welfare Service \(bristol.gov.uk\)](https://www.bristol.gov.uk/education-welfare-service)

Please note you do not need to wait a specified time to wait before completing your reasonable enquiries, details about conducting these can be found under the Quick Guide section of the Attendance Toolkit.

Reminder Model Attendance Policy



In line with the latest government guidance, Working Together to Improve School Attendance 2022, we have provided a model attendance policy for schools and settings to use as a basis for their own documentation. This model policy is available on the Attendance Toolkit under the 'Model Policy' tab. Please note when your policy is finalised it should appear on you school website.

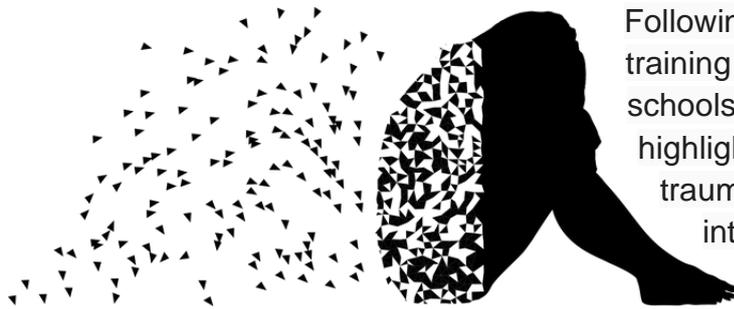
Reminder Locality Meetings

Locality meetings have been set up to support attendance related activity at a local level. We have set up this network of meetings to create a community of practice by

bringing together groups of schools in similar circumstances. Please could you email the Attendance and Belonging Team attendanceandbelongingteam@bristol.gov.uk if you are able to attend one of the locality meetings shown in the table below.

Meeting	Date	Time	Meeting link
Term 1			
North Primary	19 th Oct 22	11.00am - 12noon	Click here to join the meeting
Term 2			
North Primary	TBC		
South Primary	Wednesday 23 rd November 2022	10.30am – 12pm	Click here to join the meeting
East/Central Primary	Thursday 17 th November 2022	10.30am – 12pm	Click here to join the meeting
North Secondary	TBC		
South Secondary	Friday 25 th November 2022	10.30am-12pm	Click here to join the meeting
East/Central Secondary	Tuesday 22 nd November 2022	2.15pm-3.45pm	Click here to join the meeting
Specialist	Wednesday 7 th December 2022	2pm to 3.30pm	Click here to join the meeting
ALP	Wednesday 16 th November 2022	1.30pm – 3pm	Click here to join the meeting
Independent	TBC		

Reminder Trauma and Adversity Workshop (Introduction awareness session) – Keeping Bristol Safe Partnership



Following our recent survey of the training needs of attendance staff in schools and settings, one of the areas highlighted was the development of trauma informed practice. An introductory workshop is provided by Keeping Bristol Safe Partnership

This multi-agency workshop is aimed at managers and practitioners in Bristol who work with adults or children, in any sector. This workshop is free of charge and will be held online on Zoom.

Aims and objectives-

- What adversity, trauma and ACEs are, and their potential impacts across the life course
- How we can minimise the risks associated with adversity and trauma
- What trauma informed practice is and how this way of working can benefit people who have experienced trauma

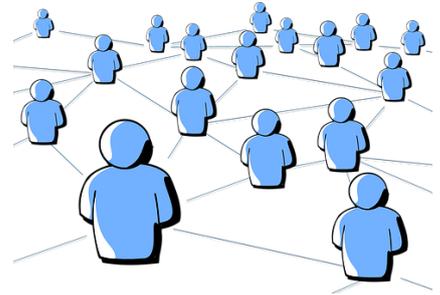
Wednesday 30th November 2022- 10:00- 13:00

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

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

Reminder School Attendance Network Meetings

Following feedback from colleagues we will still be offering 3 School Attendance Network meetings in November, January and April/May; however, we have adjusted the times to maximise the number of colleagues who can attend, offering one session in the morning, one over lunchtime and one in the afternoon for each cluster of meetings. Colleagues can book which ever meeting is most convenient.



November 2022

Tuesday 8th 1-3pm

Wednesday 9th 12-2pm

Thursday 10th 10-12 noon

Join Zoom Meeting – November School Attendance Network Meetings

<https://zoom.us/j/99717639297?pwd=eUZ3Z0tQOGRBSVFBSDcrY3Rxa1pkZz09>

Meeting ID: 997 1763 9297

Passcode: 971574

Same link for all 3 sessions in November 2022

January 2023

Tuesday 24th 1-3pm

Wednesday 25th 12-2pm

Thursday 26th 10-12 noon

April/May 2023

Thursday 27th 1-3pm (April)

Wednesday 3rd 12-2pm (May)

Thursday 4th 10-12 (May)

Training – virtually, via Zoom

Booking via Trading with Schools

Trading with Schools Helpline 0117 922 2444

Email: tradingwithschools@bristol.gov.uk

Reminder Weekly Attendance Officer Drop-in Sessions – Every Tuesday



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

meeting at:

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

Reminder 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](http://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](http://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!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2I0BBIODVI6bMzatBRpYgZrW3mmJEKB-RIA\\$](https://urldefense.com/v3/https://www.dropbox.com/s/tytnfep44kc8ar1/Refugee*20Posters*20Style3.pdf?dl=0;JSU!!KUxdu5-bBfnh!tXwFzcmDHERbgWtRb2pA8DwcBmgLotsygW5zqfJ2I0BBIODVI6bMzatBRpYgZrW3mmJEKB-RIA$)

Attendance Toolkit



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 \(sharepoint.com\)](http://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		92.36	89.22	87.19	87.07	87.89	87.53		All-through	88.52	All-through	88.52
Specialist	35.76	70.32	76.69	74.11	73.60	74.50	75.02		Specialist	73.94	Specialist	73.94
Primary	88.98	95.37	95.25	94.58	94.93	95.01	94.60		Primary	94.96	Primary	94.96
Secondary	92.83	94.12	92.74	90.59	91.44	91.80	91.88		Secondary	92.16	Secondary	92.16
All	86.79	94.24	93.62	92.38	92.81	93.02	92.80		All	93.16	All	93.16

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

Contact

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