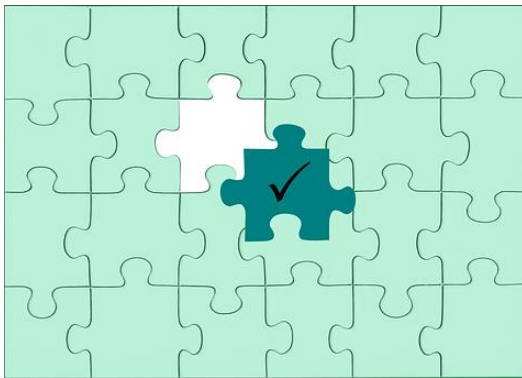




# Attendance Weekly Update

## w/c 23rd January 2023

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 the following message in any written correspondence to parents and carers that confirms this situation:

*We are sorry that we have been unable to offer your child a place at our school.*

To help support you 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)

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 as this please see [School admissions code 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/school-admissions-code-2021.pdf)

## National Education Union – announcement of its intention to strike

On 16 January the National Education Union (NEU), one of the trade unions representing the teaching profession, announced its intention to strike

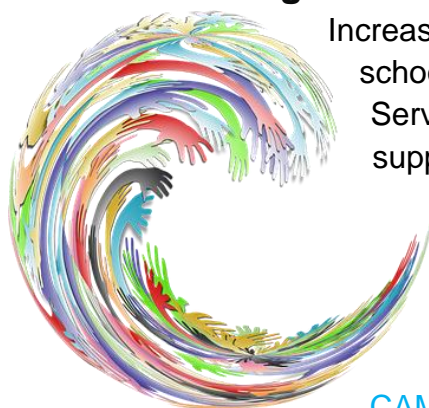
To support schools, the Department for Education have updated their [handling strike action in schools guidance](#) . In the event of strike action, it is expected by the government that headteachers and governing bodies to take all reasonable steps to keep schools open for as many pupils as possible. The guidance provides examples of approaches and flexibilities that can be used to maximise attendance and explains the law on trade disputes and picketing.

A new post, “Everything you need to know about strike action in schools and colleges” has been published on The Education Hub blog.



.Read the new post: <https://educationhub.blog.gov.uk/2023/01/16/everything-you-need-to-know-about-strike-action-in-schools-and-colleges/>

## CAMHS Training



Increasingly mental health issues are cited as barriers to school attendance. The Child and Adolescent Health Service (CAMHS) are offering a range of courses to support mental health and wellbeing:

[CAMHS Primary Mental Health Specialists - Promoting Positive Mental Health in Children and Young People | Trading with Schools](#)

[CAMHS Primary Mental Health Specialists - Working Effectively with CAMHS | Trading with Schools](#)

[CAMHS Primary Mental Health Specialists - Attachment and Trauma and its Impact on Children's Mental Health | Trading with Schools](#)

Booking is via Trading with Schools, please follow the hyperlinks above for the relevant course

## Using data on previous absence to predict current absence



The Children's Commissioner for England has written a blog on making use of school attendance data to effectively provide support to pupils with low attendance.

A [rapid evidence assessment](#) from Education Endowment Foundation on attendance interventions found

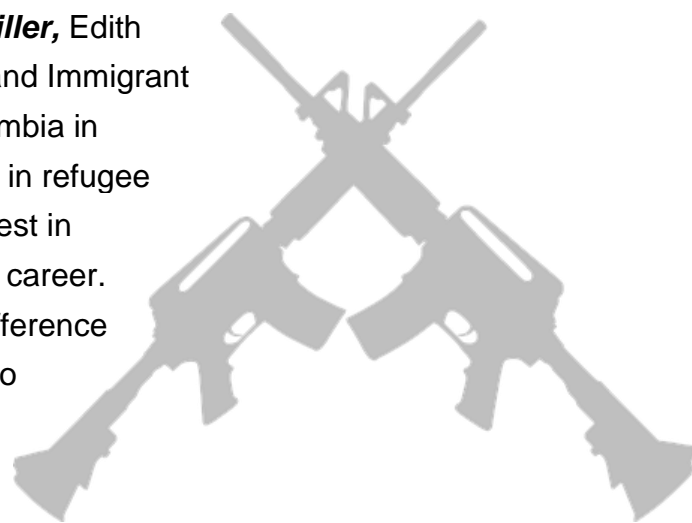
that targeted parental engagement strategies were more effective than untargeted parental engagement strategies. This review also found that responsive interventions, where a member of staff targets their approach specifically to the needs of an individual pupil, were effective.

The commissioner has also published code for schools to use to analyse attendance data and better understand patterns in their pupil attendance data details of which can be found by following the below.

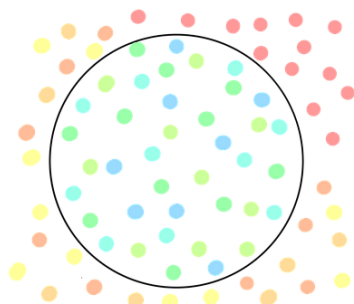
**Read the blog:** [Using data on previous absence to predict current absence](#)

## Mental health of children impacted by armed conflict

As a City of Sanctuary many of our schools now have pupils on their roll from areas of armed conflict. To support their wellbeing, we encourage colleagues to access a [Fascinating podcast](#) with **Professor Ken Miller**, Edith Lando Professor in Counselling for Refugee and Immigrant Youth and Families, University of British Columbia in Vancouver. Ken shares how he came to work in refugee camps and what drove him to pursue an interest in refugee mental health right at the onset of his career. What kinds of interventions make the most difference for refugee children and their families? How do you conduct research in a war torn environment? What can CAMH professionals do to help refugee and immigrant youth?



## Exclusions Task and Finish Group



Following a short break, the Exclusions Task and Finish Group is recommencing later on this month. This group is made up of key stakeholders who are interested in understanding the factors that underpin exclusions and suspensions and to explore how we can reduce the number of incidents experienced by pupils across the city.

Dates of the upcoming meetings:

- Wednesday 25<sup>th</sup> January 23: 2-4pm
- Wednesday 22<sup>nd</sup> February 23: 1pm – 3pm
- Tuesday 21<sup>st</sup> March 23: 1pm – 3pm
- Wednesday 19<sup>th</sup> April 23: 1pm – 3pm
- Thursday 25<sup>th</sup> May 23: 1pm – 3pm
- Wednesday 21<sup>st</sup> June 23: 1pm – 3pm
- Wednesday 19<sup>th</sup> July 23: 1pm – 3pm

If you are in joining this group, please contact the Attendance and Belonging Task Group for further information at [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)

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



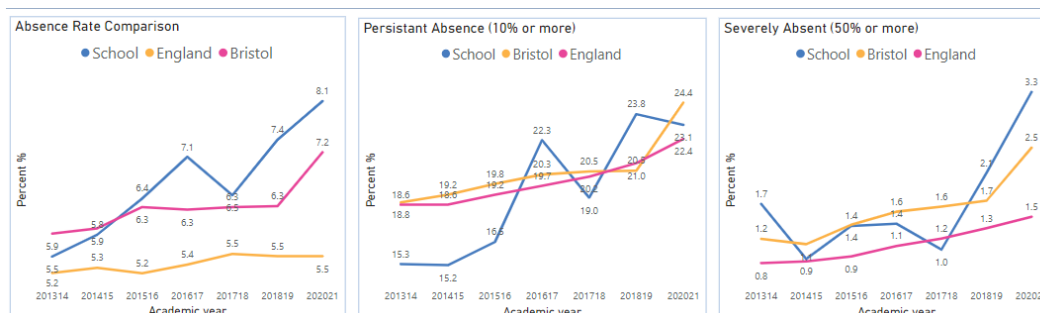
Last year a guidance document was produced utilising a community based approach to effective transition between provisions across the City of Bristol (Year 6-7). Successful transition supports securing high levels of attendance, successful educational outcomes and the development of a sense of belonging.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

To ensure this document is fit for purpose and supports the development of practice, we are asking colleagues to complete a short online survey by 20<sup>th</sup> January using the link below:

['Every child's right to a successful transition' - Local guidance document survey](#)

For further information please visit [Parental responsibility measures, Academic Year 2021/22 – Explore education statistics – GOV.UK \(explore-education-statistics.service.gov.uk\)](https://www.gov.uk/explore-education-statistics)

## 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](https://www.bristol.gov.uk/emergency-payments-local-crisis-and-prevention-fund)

## 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](mailto: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

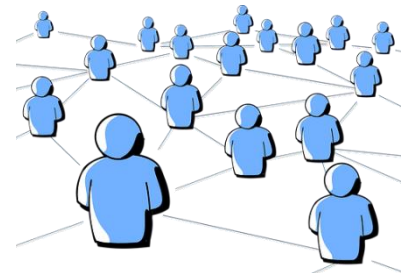
Dates for the upcoming SANS meetings later in the academic year are detailed below:

### January 2023

~~Tuesday 24<sup>th</sup> 1-3pm~~ **Cancelled due to LA inspection**

Wednesday 25<sup>th</sup> 12-2pm

Thursday 26<sup>th</sup> 10-12 noon



The link for all three January meetings is the same

<https://zoom.us/j/96108657177?pwd=R2xUYUE1RW01S3pCVjhyL21oOC9Edz09>

Meeting ID: 961 0865 7177

Passcode: 434336

### April/May 2023

Thursday 27<sup>th</sup> 1-3pm (April)

Wednesday 3<sup>rd</sup> 12-2pm (May)

Thursday 4<sup>th</sup> 10-12 (May)

The link is the same for all three April/May meetings is the same

<https://zoom.us/j/97313137055?pwd=a2NxYTJscUdLRTNyTzV2Zms3TjgvZz09>

Meeting ID: 973 1313 7055  
Passcode: 248519

We still request colleague book via [TWS](#) to so we can confirm numbers attending.

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

## Locality Meetings Term 3



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](mailto: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
<b>ALP</b>	Weds 01.02.23	1.30pm - 3pm	<a href="#">Click here to join the meeting</a>
<b>E&amp;C Secondary</b>	Tues 24.01.23	2pm - 3.30pm	<a href="#">Click here to join the meeting</a>
<b>E&amp;C Primary</b>	Thurs 26.01.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>Independent</b>	Fri 27.01.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>North Primary</b>	Weds 08.02.23	11am - 12.30pm	<a href="#">Click here to join the meeting</a>
<b>North Secondary</b>	Thurs 09.02.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>South Secondary</b>	Friday 03.02.23	10.30am - 12pm	<a href="#">Click here to join the meeting</a>
<b>Specialist</b>	Weds 08.02.23	2pm - 3.30pm	<a href="#">Click here to join the meeting</a>

## Weekly Attendance Officer Drop-in Sessions – Every Tuesday



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

Join the Zoom meeting at:

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

Meeting ID: 921 0643 6030

Passcode: 867161

## **Families Arriving from Ukraine - update**

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

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

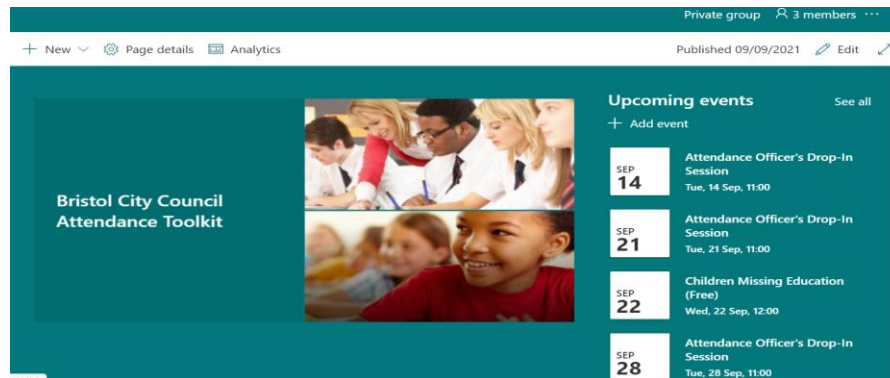
**Important please note they are a Ukrainian Refugee in the free text at the end of the form** If you have any queries about the admissions arrangements for any new Ukrainian pupils, please contact the [attendanceandbelongingteam@bristol.gov.uk](mailto:attendanceandbelongingteam@bristol.gov.uk)

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!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 \(sharepoint.com\)](#) 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.

# 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	87.86	88.32	86.92				All-through	88.08	All-through	86.94
Specialist	71.42	80.09	79.59				Specialist	76.64	Specialist	73.47
Primary	93.94	95.30	94.87				Primary	94.78	Primary	93.58
Secondary	90.75	90.93	91.74				Secondary	90.94	Secondary	90.24
All	91.87	92.99	93.18				All	92.61	All	91.56

## 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).