



Attendance Weekly Update

w/c 21st November 2022

Application form for free school meals from families with no recourse to public funds (NRPF)

Department for Education

Application form for free school meals from families with no recourse to public funds (NRPF)

Please complete this application form if you are a family with NRPF and would like to apply for free school meals.

To complete this form, applicants should complete all sections.

When completed, please ensure the declaration at the end of the application is also signed.

Further information relating to this extension can be found in the [free school meals guidance for schools and local authorities](#).

Child's details

Surname of child	
First name(s) of child	
Date of birth of child (dd/mm/yyyy)	
Nationality of child	
Address of child	

Parent/carer's details

Surname of parent/carer	
First name(s) of parent/carer	
Relationship to child	
Nationality of parent/carer	
Address of parent/carer	

Published: March 2022

The government have permanently extended free school meal eligibility to children in all households with no recourse to public funds (NRPF), subject to maximum income thresholds.

Guidance has been produced to explain who these groups are and how schools can verify their eligibility and award free school meals.

Schools and local authorities are not able to use the eligibility checking system (ECS) to confirm eligibility for these families as the family will not be in receipt of Universal Credit or legacy benefits.

If you have an application that falls into this category, schools should email Free.school.meals@bristol.gov.uk with the

application form and any supporting evidence.

For further information please visit [Providing free school meals to families with no recourse to public funds \(NRPF\) - GOV.UK \(www.gov.uk\)](#)

Attendance Targeting Support Meetings



As patterns of attendance are habitual, early identification and support is essential for individual pupils in need of help. Where barriers go beyond the classroom, this requires schools, local authorities, and other partners to work together to put joint support in place as quickly as possible. To enable this to happen, all local authorities and schools are

expected to meet regularly to discuss and review attendance related matters - Working Together to Improve School Attendance DfE Guidance May 2022 - [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#).

Attendance Targeting Support Meetings will provide a mechanism and a space for you to scrutinise your school's attendance data, processes and procedures with your LA single point of contact. The meeting aims to provide support and challenge with particular focus on your settings persistent absent (those CYP with more than 10% absence) and severely absent (those CYP who have more than 50% absence) cohorts and those at risk of becoming so.

The establishment of these meetings will require considerable additional resource from the LA and therefore the introduction will take place on a phased approach. The LA will start to contact to arrange meeting shortly and will start with secondary and specialist settings.

To understand the structure of the meetings the template used to record the details can be found on the Attendance Toolkit under a new tab 'Attendance Support Meetings'.

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.

Improving Attendance Good Practice for Schools and Multi Academy Trusts – Webinar Series



The Department for Education has produced a series of webinars to support attendance practice in schools and settings. Last week the DfE has added a new webinar 'School attendance guidance training webinar – analysing absence and attendance data'. For more details please visit the DfE website at [Improving attendance: good practice for schools and multi-academy trusts - Case study - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/improving-attendance-good-practice-for-schools-and-multi-academy-trusts)

Learning to Live with Fog Monsters

BOOK LAUNCH WEBINAR: How teachers can use ‘Learning to Live with Fog Monsters’ to support children through social shocks like COVID-19

A WEBINAR - 30th November – 4-5 pm on Zoom

The Voices in a Pandemic team (VIP-CLEAR team) has developed a **free children’s book entitled ‘[Learning to Live with Fog Monsters](#)’, which is available as a learning resource for seven to 11-year olds.**

This research-informed book, drawing on children’s experiences, is designed to provide support to teachers who are often trying to tackle the issues due to social shocks like COVID-19, threat of war and climate change. The book highlights the impacts of invisible threats and its mitigation through the eyes of two 10-year-olds.

The importance of sharing worries, working together, and planning for hopeful futures at home, in school and in the wider community is introduced as a springboard for classroom discussion and further work. The book is designed to help children, teachers and schools in responding to trauma and in supporting well-being.



The seminar will explore curricular links and is led by VIP-CLEAR team members – Dr Verity Jones (Primary Education, UWE Bristol), Luci Gorell Barnes (socially-engaged artist) and Professor Lindsey McEwen (Centre for Water, Communities and Resilience, UWE Bristol).

Find out more about the ‘Voices in a Pandemic’ Project [here](#). The project ran in partnership with six Bristol Schools and national charity – Action for Children. The research was funded by the Arts and Humanities Research Council.

Please register for the webinar [here](#). The zoom link will be sent out to those registered in advance of the webinar.

Clean Air Zone Bristol will start on Monday 28th November 2022 – Videos available in English, Polish and Somali



A Clean Air Zone is a specific location that aims to reduce public exposure to nitrogen dioxide through:

- restrictions on the highest polluting vehicles
- encouraging the use of cleaner vehicles
- encouraging people to walk, cycle or use public transport

To help families understand the details of the Clean Air Zone a video has been produced. This video is available in [Polish](#) ,[Somali](#) of the [English](#).

For more information, please visit [Bristol's Clean Air Zone](#)

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

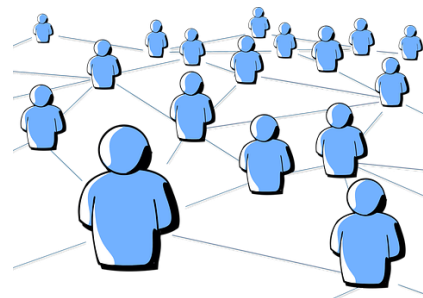
Thursday 26th 10-12 noon

April/May 2023

Thursday 27th 1-3pm (April)

Wednesday 3rd 12-2pm (May)

Thursday 4th 10-12 (May)



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.

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 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	Date	Time	Meeting link
Term 2			
North Primary	Wednesday 7 th December 2022	11am – 12.30pm	Click here to join the meeting
South Primary	Wednesday 23 rd November 2022	10.30am – 12pm	Click here to join the meeting
North Secondary	Thursday 8 th December 2022	10.30am – 12pm	Click here to join the meeting
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
Independent	Friday 9 th December 2022	10.30am – 12pm	Click here to join the meeting

Reception 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

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

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 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.
- Make sure you apply on-time. The deadline is 15 January 2023.

School Admissions (C11)
Bristol City Council
PO Box 3399, Bristol, BS1 9NE
www.bristol.gov.uk/schooladmissions
e: school.admissions@bristol.gov.uk
t: 0117 933 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 15 January 2023.

Apply online 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.**

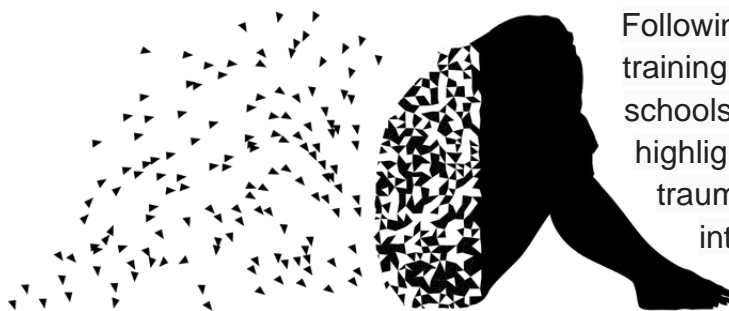
January 2023.

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.

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](#)

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](#)

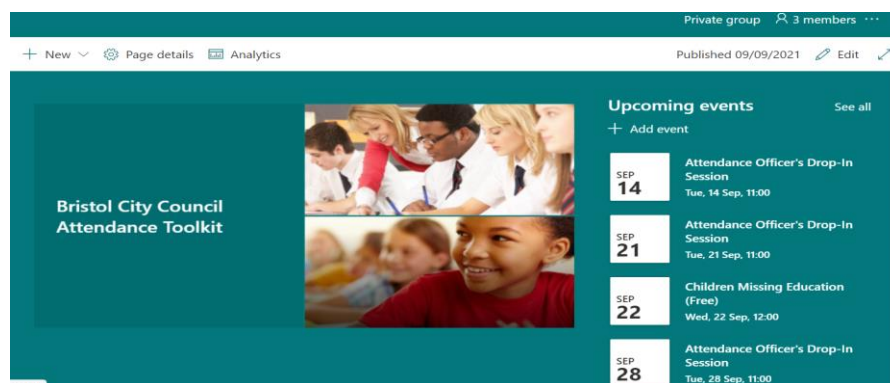
Important please note they are a Ukrainian Refugee in the free text at the end of the form If you have any queries about the admissions arrangements for any new Ukrainian pupils please contact the attendanceandbelongingteam@bristol.gov.uk

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!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



The screenshot shows a SharePoint page for the 'Attendance Toolkit'. The page has a teal header with 'Private group' and '3 members' indicators. Below the header, there are navigation options: '+ New', 'Page details', and 'Analytics'. The main content area is divided into two sections. On the left, there's a large image of children with the text 'Bristol City Council Attendance Toolkit'. On the right, there's a sidebar titled 'Upcoming events' with a 'See all' link. The sidebar lists four events:

Date	Event Name	Time
SEP 14	Attendance Officer's Drop-In Session	Tue, 14 Sep, 11:00
SEP 21	Attendance Officer's Drop-In Session	Tue, 21 Sep, 11:00
SEP 22	Children Missing Education (Free)	Wed, 22 Sep, 12:00
SEP 28	Attendance Officer's Drop-In Session	Tue, 28 Sep, 11:00

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	Phase	Term to Date	Phase	Year to Date
All-through	87.90	88.12	86.82					All-through	87.62	All-through	88.01
Specialist	74.03	74.23	77.67					Specialist	75.13	Specialist	74.45
Primary	94.96	94.61	93.63					Primary	94.45	Primary	94.67
Secondary	91.81	91.18	89.82					Secondary	91.02	Secondary	91.64
All	92.98	92.58	91.52					All	92.42	All	92.80

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.