



Termly Attendance Update

Term 3

w/c

9th February 2026



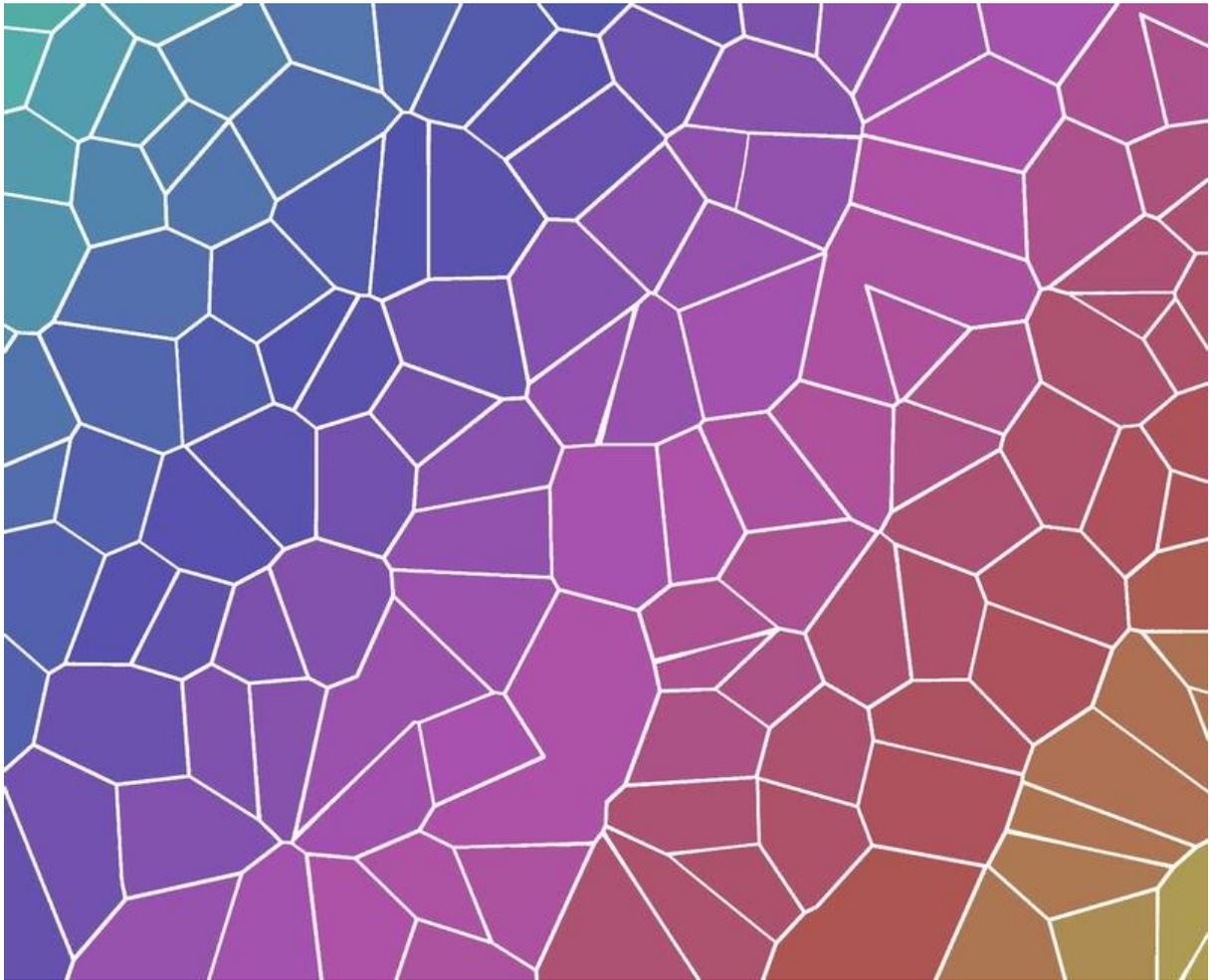
Welcome to the third attendance newsletter of academic year 2025/26.

Term 4's Attendance Update is due for release in **March 2026**.

For further information and back copies, please refer to our webpages [Attendance and Education Welfare Service](#) and the [Bristol City Council Attendance Toolkit](#) [Attendance Toolkit](#)
- [Home](#)

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Termly Top Tips



This section aims to provide a couple of suggested operational attendance activities aligned to the point in the academic year. Please note, these suggested activities aren't the only activities that we recommend delivering.

A 'targeted intervention' means that you should triage the cases and decide on the type of intervention that is most suitable. For example, a phone call, text message, email, letter, meeting or attendance plan etc... Trying using the LEAP approach – listen, empathise, ask, problem solve.



Termly Top Tip 1: Review severe absence (SA) cases

Review pupil registers for severe absence cases and then use the insights to identify cases for additional support.

- 1. We recommend that each severely absent pupil has an individual attendance action plan in place, or for cases where there is multi-agency involvement, attendance objectives form part of the wider multi-agency plan for the child.*
- 2. Please consider any factors such as Emotionally Based School Avoidance (EBSA)*
- 3. For further information and advice, please refer to the Bristol Attendance Toolkit and look for EBSA - [Bristol Attendance Toolkit - EBSA Section](#)*



Termly Top Tip 2: Hold an attendance drop-in

- *We've reached the half-way point in the academic year, now is a great time to consider holding an attendance drop-in session for parents and pupils.*
- *Invite them to come and meet with you to discuss attendance matters.*



Termly Top Tip 3: Review leave of absence expectations and procedures

Now is the perfect time to review your schools leave of absence expectations and procedures and remind your school community. Don't forget, coding advice can be accessed via the attendance helpline, the weekly attendance drop-in and the BCC Attendance Toolkit.

Attendance News



News

COMING SOON: Bristol Attendance Campaign



Be here - Your future matters.

- Collaboration between Bristol City Council, Cabot learning Federation and Community Partners

Purpose

- Bristol faces persistent challenges with school attendance, impacting outcomes for children across the city. This campaign aims to inspire and motivate children to attend school regularly, using creative, community-rooted approaches that celebrate local identity and diversity.

Key messages

- **Belonging** – Be Here - you matter here, you belong here
- **Purpose** – Be Here - Every lesson is a step towards your goals
- **Empowerment** – Be Here - You have the power to shape your future, show up for school show up for your future

Vision of a child focused campaign

- Targeted local engagements: We propose piloting the campaign in East Central Bristol, then rolling it out across key localities. Each event would be tailored to the community it serves.
- Involvement of relevant local celebrities: Children would meet a well-known figure, participate in engaging activities, and hear personal stories about the importance of school attendance.
- Child-centric messaging: The campaign would focus on inspiring children directly, rather than targeting parents, with messaging that feels relevant and aspirational.

- Content creation for city-wide impact: While these events are happening, a media team would capture footage to build a compelling narrative. This content would then be used to create a unified Bristol-wide campaign, featuring quotes, stories, and highlights from each locality.

Bristol's Peer to Peer Attendance Reviews



- On Thursday 15th January, representatives from approx. 40 Bristol schools and settings spent the morning together to launch the Bristol attendance peer review initiative which is part of the Bristol Future Attendance workstream.
- The programme will take place throughout terms 3 to 6 of this academic year and focuses on a collaborative approach to sharing, reviewing and further developing attendance practice at school level.
- The process is built on the self-assessment progress cycle and the development of an attendance action plan for host settings.
- The process of matching participating schools with their triads is well underway.
- If your school would like to participate please contact: Tracey Pells
tpells@futuralearning.co.uk

Illness Absence - Circulating Winter Illnesses - Flu

- The latest data has shown that since schools and early years settings have returned following the Christmas break, there has been an upward trend nationally in children (age 0-14) testing positive for Flu.

- Key advice remains that children and staff should not come into school or early years settings if they have a temperature. They should remain off until they no longer have a high temperature and feel well enough to attend. Good hygiene practices such as frequent cleaning and hand and respiratory hygiene should be reinforced and making sure indoor spaces are well-ventilated will help reduce the spread.
- More information on when you should keep children away from educational and early years settings can be found on the NHS website [Is my child too ill for school? - NHS](#)
- Vaccinations remain available to any child aged 2-16 years who has not been immunised, via the following routes:
 - School-aged child Flu vaccinations: Booking via 0300 124 5515 or email sirona.sch-immms@nhs.net
 - Pre-school child Flu vaccinations: Booking via child's GP surgery or [Book, change or cancel a free NHS flu vaccination at a pharmacy - NHS](#) or in the [NHS App and your NHS account - NHS](#)

Norovirus (Winter-vomiting bug)



- Cases of Norovirus in England have increased by 61% over the last 2 weeks.
- Key advice to help reduce the risk in school and early years settings is to maintain high standards of hand hygiene and environmental cleaning. It is important that children and adults wash hands regularly with warm soapy water. **Alcohol gels do not kill norovirus.**

- If children or staff have symptoms of norovirus (diarrhoea and/ or vomiting) they should not attend the school or early years setting and should not return until at least 2 days (48 hours) after diarrhoea and vomiting have stopped.
- More information is available on the NHS website here [Diarrhoea and vomiting – NHS](#)
- Further advice can be found using this link [Managing specific infectious diseases: A to Z - GOV.UK](#)
- Should you need any further advice or guidance regarding an infectious disease concern within your education or early years setting, here are the contact details for the UKHSA South West Health Protection Team:
 - **Phone:** 0300 303 8162
 - **Email:** swhpt@ukhsa.gov.uk

View Your Own Education Data (VYED) and Similar Schools Reports



- The View Your Education Data (VYED) service provides analytical insights to support business intelligence and better decision making with attendance.
- Your school needs to have routines in place to regularly log-in and view & review the reports in VYED.
- These reports help you to track and monitor attendance.

- You will need a DfE Sign-in account to access this service. Get help to [create a DfE Sign-in account and access this service](#).
- There is no limit to the number of log-ins per school etc...
- It's not currently available to Independent Schools...

How to access your reports:

You can access their reports by:

1. Logging in to View your education data (VYED) using their DfE Sign-in credentials
2. Selecting 'Monitor your school attendance'
3. Selecting 'Similar schools comparison reports'
4. Selecting 'Your similar schools comparison reports'

- If schools do not have access, you can [Access your school attendance data - GOV.UK](#)

Similar Schools Comparison Reports

What the reports show

- Each report compares a school's attendance to around 20 schools with similar characteristics, such as free school meal eligibility, special educational needs support and per-pupil funding.
- The most recent report made available in November includes each school's indicative Attendance Baseline Improvement Expectation (ABIE) for the 2025 to 2026 academic year. Schools can track their overall attendance against their ABIE throughout the year. You have access to your schools' ABIEs to support conversations about attendance improvement.

Schools can see:

- Which schools like theirs are high performers in key attendance areas their ABIE – the indicative minimum expected improvement for that school this year:
- week-by-week absence trends compared to similar schools
- specific areas where they're doing well
- areas to focus on
- how different pupil groups are performing

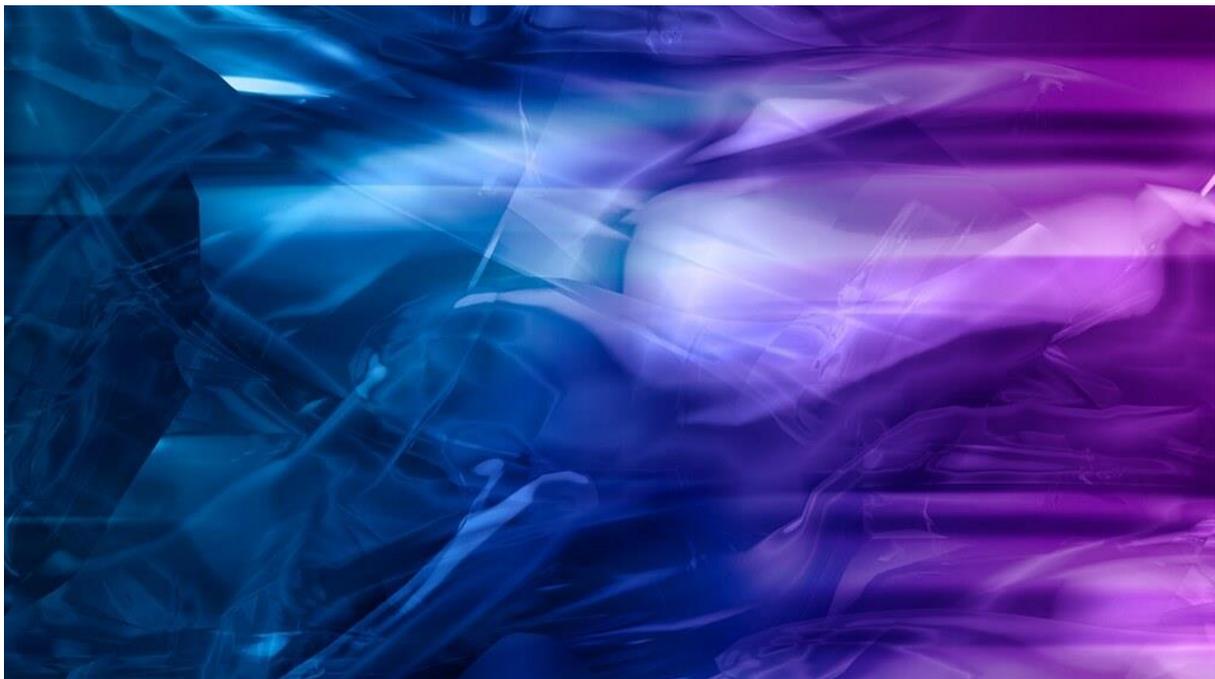
Why this matters

- These reports help schools:
 1. identify practical strategies from schools in similar circumstances
 2. understand their attendance baseline improvement expectation (ABIE) - the minimum expected improvement tailored to that school
 3. track their progress against helpful benchmarks throughout the year
 4. meet some requirements in the working together to improve school attendance guidance [Working together to improve school attendance - GOV.UK](#)
 5. Have informed conversations with governors and leadership teams

New reports are published each half term and full term. The next report is available now.

Learn more: Schools can watch a previous webinar from the DfE to understand how to use the reports, including how to work with their ABIE and connect with similar schools. The link is here: [Similar schools report](#)

Our attendance partnership - example of communication to parents



Attendance Partnership - *With thanks to Headteacher Richard Uffendell at Ashton Park school for working in partnership and sharing this template*

Dear Parents and Carers,

Working Together: Why Your Support with Attendance Matters More Than Ever

I'm writing to you today as your Headteacher, but also as someone who genuinely cares about our school community. Every day, I see the incredible things our students achieve, and I'm constantly inspired by the dedication of our staff and families. Thank you for being part of the *INSERT SCHOOL NAME* family.

I need to share something important with you, and I'm asking for your help.

Why Attendance Matters Right Now

Our school's attendance is currently below the national average. While I know there are often genuine reasons why students miss school, this puts us in a difficult position with Ofsted inspections.

Under the new Ofsted framework, attendance is one of the key measures inspectors look at. If our attendance remains below the national average, Ofsted will likely grade us as 'needs attention' in this area – even though the quality of education we provide remains effective.

This is where we need you.

What's Changed with Ofsted?

Ofsted recently changed how they inspect schools. Instead of one overall grade, they now use a 'Report Card' with separate grades for different areas, including attendance and behaviour.

The bar has been set higher than before. Schools that would previously have been graded 'good' may now receive 'needs attention' in certain areas – not because the school has got worse, but because the test itself has changed.

As Steve Rollett from the Confederation of School Trusts explained: "schools that felt comfortably 'good' may find themselves receiving 'needs attention' judgements in one or more areas... It is the test that has changed."

How You Can Help

We're asking every family to work with us as partners. Here's what would make a real difference:

Please help your child attend school every day possible, and arrive on time.

Even small improvements across our community will have a significant impact. Every day your child is in school means:

- They don't miss important learning.
- They stay connected with their friends.
- They continue building their confidence and skills.
- Our whole school attendance improves

We understand that sometimes absence is unavoidable – illness happens, and we would never want a poorly child in school. But when your child can attend, even if they're feeling a bit under the weather or reluctant, their presence makes a difference.

Our Promise to You

While these attendance figures matter for Ofsted, they're not why we're asking for your help. We're asking because every day your child misses is a day of learning and opportunity they can't get back.

I want to be clear about something: I will always do what's right for our students, regardless of Ofsted grades or government targets. Your children's wellbeing, happiness, and individual success will always be our priority.

But right now, we can achieve both – we can support your child's education AND help our school show Ofsted the true strength of our community.

Let's Work Together

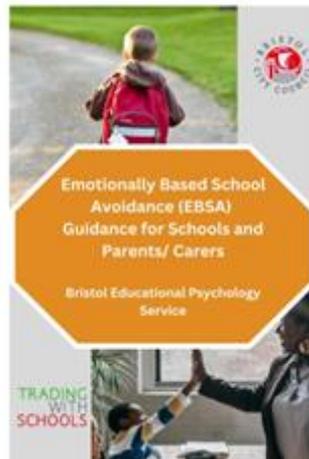
If you're finding it difficult to get your child to school, please talk to us.

We're here to help, not to judge. Our pastoral team can offer support, whether it's anxiety about school, friendship issues, or challenges at home.

Contact us at *INSERT EMAIL ADDRESS* – we're always happy to have a conversation.

Thank you for your continued trust in *INSERT SCHOOL NAME*. Together, we'll continue building a school that truly serves our wonderful young people.

Revised Bristol's emotionally based school avoidance (EBSA) information



“Emotionally Based School Avoidance (EBSA) is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors” (Thambirajah, Grandison & De-Hayes, 2008).

For further information and advice, please refer to the Bristol Attendance Toolkit and look for EBSA - [Bristol Attendance Toolkit - EBSA Section](#)

Revised edition contains:

1. New evidenced based research

2. An new section on Self-Determination Theory
3. A section about the WARMTH Framework
4. Research around neurodiversity and EBSA

Barnardo's EBSA Training

Barnardo's still have spaces available on their free EBSA training sessions:

[EBSA Training](#)

Spring Term 2026 dates:

- [Thursday 29th January 2026, 9:30am-12:30pm](#) - **COMPLETED**
- [Thursday 5th March 2026, 1:00-4:00pm](#)
- [Thursday 12th March 2026, 9:30am-12:30pm](#)

Mental Health Toolkit - Fostering Emotional Wellbeing



This free emotional regulation webinar is part of the Inclusive Classroom Series from Unique Voice - [Webinar - emotional regulation, inclusive classroom series](#)

Please get in touch with any questions or comments by emailing MHT@uniquevoice.org

Children's Community Health Services - Your Views



Bristol, North Somerset and South Gloucestershire (BNSSG) Integrated Care Board is working closely with local authorities, NHS providers, and VCSE partners to shape the future of children's community health services across BNSSG.

Views are being sought from professionals, who help deliver children's services or support children and young people, and parents, carers and families.

The aim is to understand what is currently working well in the delivery of children's community health services and where there are opportunities to improve the experiences and outcomes for children and young people in BNSSG in the future.

[Share your views](#). The survey is anonymous and should take no more than 10 minutes to complete.

Key dates and training



Attendance CPD for Bristol Schools

The attendance training offer for academic year 2025/26 is live.

All our sessions are fully compliant with statutory attendance guidance - Working Together to Improve School Attendance (August 2024).

All training – virtually, via TEAMS

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

CPD Sessions for 2025/2026



September Attendance Briefings

Following the success of the September Attendance Briefings in previous years, we delivered a one hour briefing in September to outline key attendance related activity for the year ahead.

We recorded 1 of the sessions, and the recording can be found on the BCC Attendance Toolkit.

All training – virtually, via TEAMS

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

School Attendance Network Meetings

STAFF TRAINING



School Attendance Network Meetings

An opportunity for School Attendance Leads to keep updated on current attendance legislation, national guidance, local guidance, local processes and good practice. We aim to record 1 of each session in the series and will upload it to the BCC Attendance Toolkit.

November 2025

Wednesday 12th 1-3pm - COMPLETED

Thursday 13th 10-12 noon - COMPLETED

January 2026

Wednesday 28th 1-3pm - COMPLETED

Thursday 29th 10-12noon - COMPLETED

May 2026

Wednesday 6th 1-3pm

Thursday 7th 10-12noon

All training – virtually, via TEAMS

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

Our other attendance training courses for schools and settings...



All training – virtually, via TEAMS

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

Children Missing Education - Free

Child Missing Education - Why does it matter? This session includes the legalities about making adjustments to the school roll.

- Wednesday 3rd December 12:30-15:00 - COMPLETED
- Wednesday 11th February 12:30-15:00 - COMPLETED
- Wednesday 17th June 10:00-12:30

Attendance Casework – Chargeable £80

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

- Wednesday 8th October 12:30-15:00 - COMPLETED
- Wednesday 4th March 10:00-12:30

Parental Responsibility Measures - Penalty Notice Training for Schools - Free

Penalty Notice Training for Schools - When is a Penalty Notice appropriate and what is the process to request one?

- Wednesday 10th December 10:00 – 12:00 - COMPLETED
- Wednesday 4th February 10:00 – 12:00 - COMPLETED
- Wednesday 10th June 10:00-12:00

Parental Responsibility Measures - Irregular Attendance Prosecutions – Chargeable £80

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

- Wednesday 26th November 10:00 - 12:30 - COMPLETED
- Wednesday 20th May 12:30-15:00

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. 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) and severely absence (SA) pupils.

- Wednesday 19th November 10:00-12:00 - COMPLETED
- Wednesday 11th March 13:00-15:00
- Wednesday 24th June 10:00-12:00

New Attendance Officers Introduction to Attendance Course – Chargeable £50

An introduction to attendance - For new attendance officers and school-based attendance leads and senior leaders with oversight of attendance. This virtual course will support

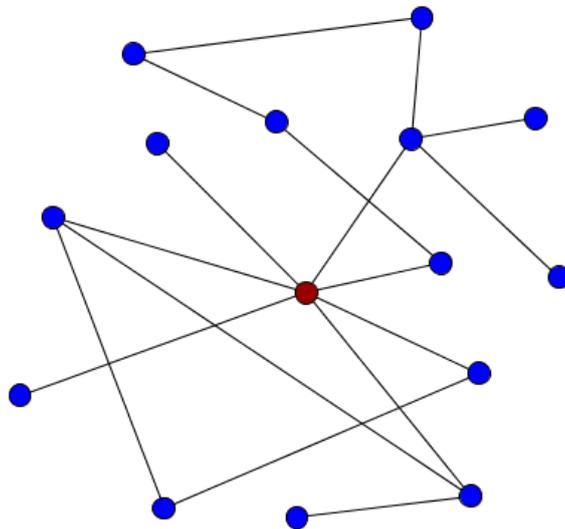
schools and settings to work in partnership with the local authority to meet the expectations identified in the DfE statutory attendance guidance 'Working Together to Improve School Attendance' 2024.

- January 2026 – Friday 9th 10-13:00 - COMPLETED
- May 2026 – Friday 1st 10-13:00

All training – virtually, via TEAMS

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

South-West Attendance Network (SWAN)



The South-West Attendance Network met virtually at regular intervals throughout academic year. The group is an off shoot from one of the Government's Attendance Hubs.

The network is well attended and provides an excellent opportunity for operational attendance leads from schools to come together to share attendance practice and expertise.

Feedback from a Bristol EWO *"These sessions are excellent; I learn so much each and every time. They are a must for anyone working in the attendance field."*

If any you or any of your colleagues would like to join this network, please pass on this link: [Registration Form](#). By registering, you will get access to the virtual meetings and the content that is shared including templates to support operational attendance practice.

SWAN meeting schedule for next year

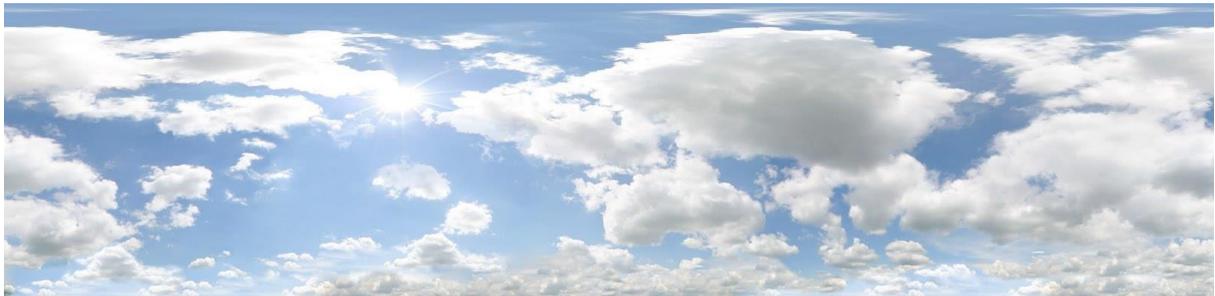
Please put the following dates in your diaries, the Teams links will be sent out in due course:

Tuesdays 3:30-5pm via Microsoft Teams

- Term 2: 9 December 2025 - COMPLETED
- Term 4: 3 March 2026
- Term 6: 19 May 2026

Other attendance features and reminders

Attendance support provided by the local authority



Bristol's Attendance Toolkit



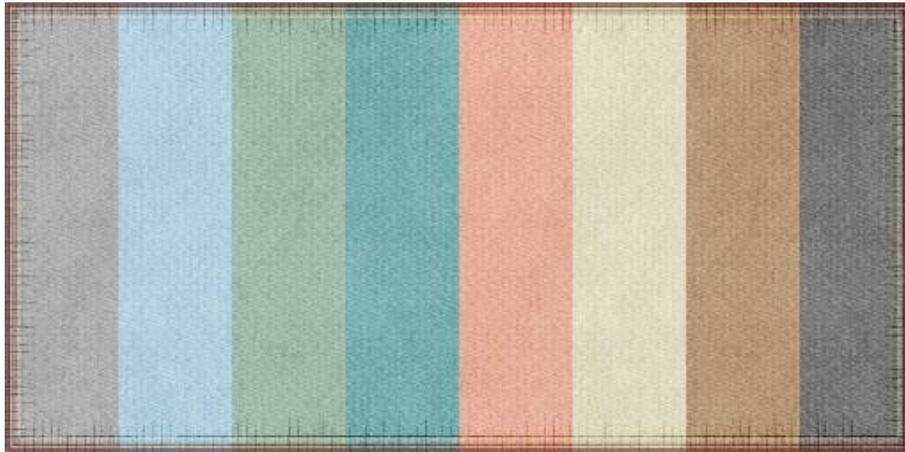
Bristol's Attendance Toolkit has been developed to provide schools and educational settings with a single online location to receive up to date attendance information, tools and templates.

The Attendance Toolkit, which is being regularly updated, is intended for professional use only and can be accessed via a SharePoint site and is available by following the link:

[Attendance Toolkit - Home \(sharepoint.com\)](#)

The Attendance Toolkit includes templates such as the Model Attendance Policy, Leave of absence request templates, leaflets, attendance quick guides etc...

Weekly attendance drop-in: for attendance questions, advice & guidance



To support the work of school-based Attendance Officers, champions and other colleagues concerned about an attendance issue, we have a weekly online drop-in session every:

- **Tuesday 11am-12 noon during term time**

We 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/95659748840?pwd=WkRCZy93b0FZRGkxeU5oRlRRMHhsZz09>

Meeting ID: 956 5974 8840

Passcode: 354077

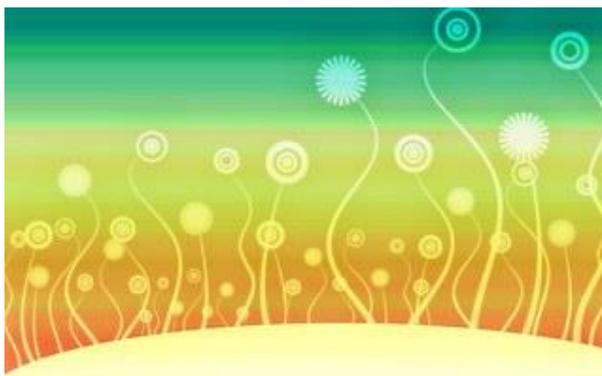
Attendance helpline & email



We have an attendance helpline and email to support you with attendance related questions. An EWO will be happy to help you via our contact methods below:

Phone - 0117 3521438 or email education.welfare@bristol.gov.uk

Attendance targeting support meetings (TSMs)



The Education Welfare Service holds regular (between 1-3 per academic year) attendance conversations with all schools individually, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions for those pupils.

Please refer to the attendance toolkit in the TSM section for a copy of the latest meeting agenda template.

It is recommended that you have access to the view your school's data reports via the DfE daily attendance data reporting.

It is also essential practice for your school's attendance senior leader to participate with your school's TSM on a consistent basis.

The meetings will also provide an opportunity to keep up to date with who **your SLT attendance champion & your school-based attendance officers** are, capture data on the number of **Attendance Contracts** that have been offered and **Notice to Improve letters** that have been sent by your school.

If you have questions about your schools TSM please contact the EWS on education.welfare@bristol.gov.uk

For further information about TSMs please watch the DfE TSM webinar 2024: <https://youtu.be/ERNHbDZiHs4?list=PLXjcCX3hH9LXgKNI35VTWirdJnzjO3s2b>

We have a new quick guide for schools about TSMs. You can view a copy below.

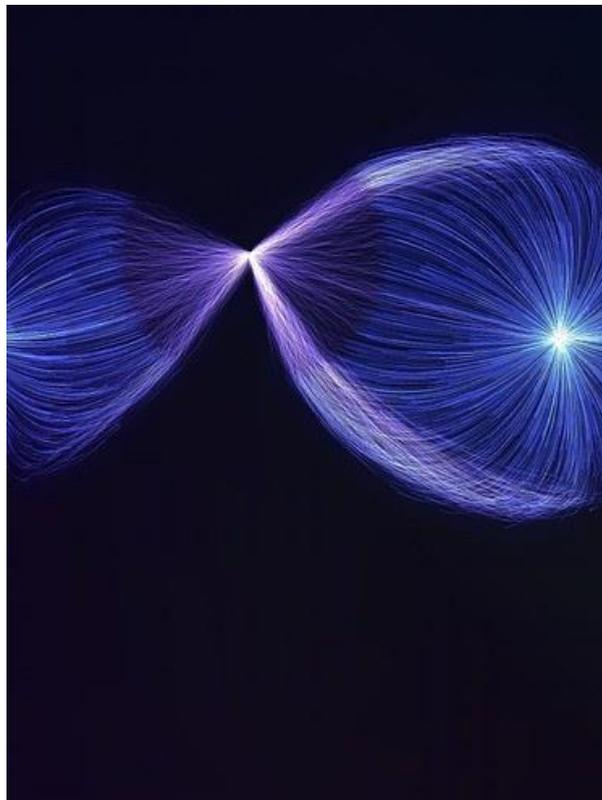
A copy has also been uploaded to the BCC Attendance Toolkit.

TSMs – Quick Guide for schools and settings	
	<p>What is a TSM?</p> <p>A Targeted Support Meeting (TSM) is an individual, structured and supportive whole-school attendance meeting between a school and the local authority Education Welfare Service. It aims to improve pupil attendance, particularly for those who are persistently, or severely absent and share good practice.</p>
	<p>Purpose of a TSM</p> <ul style="list-style-type: none"> • Working together and strengthen relationships • Identify pupils with attendance concerns and agree on action plans • Explore barriers to attendance and multi-agency support options • Review attendance data and trends • Provide advice and guidance as necessary
	<p>Who Should Attend?</p> <ul style="list-style-type: none"> • Senior Attendance Lead/Champion (mandatory) • May also include: <ul style="list-style-type: none"> • Attendance Officer • SENCo • Pastoral Lead • SLT member • Governor with attendance oversight
	<p>Frequency of TSMs</p> <ul style="list-style-type: none"> • Up to 3 per academic year – The number of meetings will be dependent upon the level of need.

	<p>What to Expect</p> <ul style="list-style-type: none"> • Review of attendance data and trends • Discussion of individual pupils, approx. 10% of pupils with severe absence or persistent absence • Agreement on actions and responsibilities • Opportunity to request additional support or referrals • Duration: Typically, 60–120 minutes
	<p>Preparation Tips</p> <ul style="list-style-type: none"> • Bring updated attendance data • Identify pupils or cohorts to discuss • Be ready to share barriers and successes • Bring to the meeting a list of individual pupils, 10% of SA & PA cohort
	<p>Key Reminders</p> <ul style="list-style-type: none"> • TSMs are supportive, not punitive • Schools are entitled to TSMs and should expect proactive scheduling • Collaboration is key to improving attendance
<p>Useful Links</p>	<ul style="list-style-type: none"> • View your education data • Working together to improve school attendance (applies from 19 August 2024) • Toolkit for schools: communicating with families to support attendance - GOV.UK • BCC Attendance Toolkit - Home • Targeting Support Meeting (TSM) data collection 24/25 • Attendance toolkit for schools.pdf • School travel support • Referral-Routes-to-BHES-Flowchart.gif (801x827) • Children missing education (CME) referrals • Elective home education information/referrals for schools • Elective home education information/referrals for parents • Attendance Tool kit for Local Authorities • School inspection: toolkit, operating guide and information - GOV.UK

OFFICIAL

TSMs



- *Empowering schools to meet the expectations of WTTISA 2024.*
- *Impactful meetings, ensuring partnership work remains strong and effective.*

TSM Checklist for schools:

1. **Attendance Policy** - Have a clear school attendance policy on the school website which all staff, pupils and parents understand (must be compliant with WTTISA 2024 regs)
2. **Attendance Leadership in school** - Have a dedicated senior leader with overall responsibility for championing and improving attendance and who consistently participates and engages with TSMs
3. **Attendance Leadership in school** - Develop and maintain a whole school culture that promotes the benefits of good attendance. Embed attendance at the heart of the school development journey, link attendance with attainment – safeguarding – inclusion - SEND
4. **Registers** - Accurately complete admission and attendance registers
5. **First day absence & extended absence processes** - Have robust daily processes to follow up absence
6. **Attendance data analysis routines** - Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on
7. **SA pupils** – key adult in school who is the lead for the child and individual attendance actions plans in place for each SA pupil
8. **80-95% pupils** – actively use targeted attendance strategies for CYP from one of these attendance bandings depending on your school's profile of attendance need (80-85, 85-90, 90-95%)

Elective Home Education (EHE)



We want to ensure a parental decision to Electively Home Educate their child is an informed decision.

Home education means that the child is not on a school roll and the parent is taking full responsibility for their education. Read more about home education and home schooling on the Department for Education blog - <https://educationhub.blog.gov.uk/2020/10/20/all-you-need-to-know-about-home-schooling-and-elective-home-education-ehe/>

Please do not persuade or encourage parents to consider EHE as an option – this could be seen as ‘off-rolling’. School staff must not support parents to write EHE removal from roll letters.

Please do signpost parents to impartial information that outlines what EHE entails. National EHE guidance for parents is available here:

<https://www.gov.uk/government/publications/elective-home-education>

Please ensure any parents considering EHE are made aware of the LA EHE guidance <https://www.bristol.gov.uk/residents/schools-learning-and-early-years/education-outside-mainstream-schools/home-education>

An EHE Quick Guide and a Briefing Note are available on the Attendance Toolkit

Please notify ehe@bristol.gov.uk about any/all EHE requests.

NEW - we now have a web-based notification form that can be used to make EHE notifications to the Local Authority. You will find it here: [EHE notification form](#)

Elective Home Education Notifications: Strengthening Safeguarding Information Sharing



What have we done?

- We have enhanced the elective home education (EHE) notification process to strengthen safeguarding information sharing between schools and the local authority.
- The updated web-based form is now more streamlined and secure, enabling quicker, more consistent, and more reliable sharing of safeguarding information.
- The notification form is on our webpage: [Elective home education information for schools](#)
- Enquiries at: ehe@bristol.gov.uk

Children Missing Education (CME) and Pupil Tracking notification processes



Guidance for adding and deleting pupils from roll.

CME and Pupil Tracking are processes that are designed to support schools to trace and locate pupils who's whereabouts are unknown/missing/failed to return/moved away.

These processes don't support long term non-attenders (without a change in circumstances).

Further information about making CME and pupil tracking referrals and removing from roll, please refer to the BCC CME Guidance document here:

<https://www.bristol.gov.uk/business/schools-learning-and-early-years-for-professionals/attendance-and-inclusion/children-missing-education-cme>

For questions please email childrenmissingeducation@bristol.gov.uk

National CME statutory guidance is available here:

Don't forget, parents can access help with in year admissions if their child is a child missing education (CME).

Email school.admissions@bristol.gov.uk or call 0117 903 7694 if they applied for a school place through Bristol City Council School Admissions more than 15 school days ago and you have not had a response.

Email childrenmissingeducation@bristol.gov.uk if they live in Bristol and:

- their child is not on roll at a Bristol school or receiving elective home education
- their child has been out of school for more than nine school days
- they applied directly to a school and were told there are no places in the appropriate year group
- they applied directly to a school more than 10 school days ago and haven't had a response

EWS Traded Offer



All schools can commission the Local Authority to act on behalf of the school to fulfil attendance expectations.

We have had a well embedded **traded attendance offer** for many years. This is because schools can make autonomous decisions about how they resource their attendance functions.

In addition to your free core offer, you may wish to **add-on traded attendance products/services** from us (or another independent attendance provider).

Please refer to the EWS brochure of services on the attendance toolkit for further information and costs or email education.welfare@bristol.gov.uk to request a brochure.

Penalty Notices



In August 2024 there were significant national changes to the **Penalty Notice Code of Conduct and process**, including documents and templates.

Our fully revised Code of Conduct is available on our webpage:

<https://www.bristol.gov.uk/business/schools-learning-and-early-years-for-professionals/attendance-and-inclusion/education-welfare-service>

To support you with the changes, all our latest documents are available on the attendance toolkit. This includes our **2025 fully revised Penalty Notice request forms**.

Don't forget about the **new duty placed on schools to consider a Penalty Notice** if the threshold has been met, and the new requirement **to send a Notice to Improve warning letter**.

Timeliness of making PN requests to us is important, we ask **within 2 school weeks of last unauthorised absence**.

If you are not sure on the arrangements for Penalty Notices including making requests, please contact educationpenaltnotices@bristol.gov.uk for assistance and/or attend our fully revised free Parental Responsibility Measures – Penalty Notice training session, booking via Trading with Schools.

DfE Penalty Notice webinar2024:

https://youtu.be/KZOonios_Bc?list=PLXjcCX3hH9LXqKNI35VTWirdJnziO3s2b

Schools data accuracy and GDPR compliance is particularly critical when submitting requests for Penalty Notices to Bristol City Council. Inaccurate parental contact details or outdated addresses is a serious matter, can lead to wrongful convictions & misdirected legal correspondence, undermining enforcement and breaching data protection laws.

ATTEND Framework - delivering attendance case work via a support first approach



Attend Framework - [ATTEND Framework | BEEM](#)

Early intervention program – a stepped support plan and targeted interventions

The ATTEND Framework is an early intervention program designed to support school-aged pupils (ages 5-16) whose attendance falls below 90%. It aims to identify and address barriers to school attendance by involving school staff, parents, and pupils in a collaborative action planning process. The framework utilizes an "assess, plan, do, review" approach to create tailored support plans for each pupil, ensuring that all contributing factors to low attendance are considered.

ATTEND takes a holistic view, considering factors like worries, health, sensory issues, and home environment. By collaboratively gathering information and planning actions, families and school staff develop a shared understanding and responsibility for the pupil's attendance.

This is a short 'how to' guide for professionals that outlines how the resource should be used

<https://youtu.be/oEDZyrJvi2c?si=x3GQ6clFccPQnHjV> 12-min webinar

Child Employment Laws – A Reminder for All Schools



Do you know of any children who are working part-time alongside their education?

If so, it's important to remember that child employment laws are long-established and are designed to keep young people safe.

Key Points Schools Should Be Aware Of

- **Children must be at least 13 years old** to undertake any form of paid work.
- **All children aged 13–16 must have a work permit** issued by their Local Authority before they can start work.
- **Working hours are strictly limited** – children can only work between **7:00am and 7:00pm**.
- **Children are not permitted to work during school hours.**
- **Only “light work” is allowed**, and certain types of work are strictly prohibited for young people.
- **Employers must register every child they employ** with their Local Authority.
- **A risk assessment is required** for each child in employment to ensure the work environment is safe and appropriate.

- **Failure to comply with child employment legislation** may lead to legal action against both the employer and the parent/carer.

Work Permits Are Simple and Free

A work permit is **completely free** and the application process is straightforward for both the employer and the parent/carer.

Find Out More

More information is available on our website: [Children in employment and entertainment](#)

If you have concerns about a child who may be working illegally, please contact:

 ceal@bristol.gov.uk

Bristol Healthy Schools



Looking to take a more strategic approach to teaching and promoting health and wellbeing in your school?



The [Bristol Healthy Schools](#) offer is **FREE** and available for all Bristol schools to support with establishing a whole-school- approach to health and wellbeing. The Bristol Healthy Schools Team offers evidence-based and up-to-date information, frameworks, resources, and guidance from a dedicated team of specialists.

In response to school feedback last year, the awards structure was refreshed, and the Healthy Schools Network for PSHE and Healthy Schools Leads was launched. This growing network offers a space for collaboration, sharing best practice, and staying informed on key health and wellbeing topics. We warmly invite schools to contact the **Bristol Healthy Schools team** to join the network and get involved.

Additional support includes:



- **One-to-one guidance** tailored to school health and wellbeing objectives.
- Access to **Public Health Specialists** for expert advice.
- **Monthly newsletters** with updates and resources.
- **Healthy Schools/PSHE Network meetings**.
- A resource-rich **website**: [Bristol Healthy Schools](#)
- **Free awards scheme** (The [Essential Award](#) lays the foundation for a healthy school, while [Specialist Awards](#) take a more focused approach to topics such as mental wellbeing, physical activity, nutrition, substance awareness, and healthy relationships.)
- **Bespoke School Community Health Profiles** (community-level data).
- **Pupil Voice Survey** (pupil-level data), with individual school reports and a city-wide report available [here](#). Sign up for [Pupil Voice Survey 2026](#).

Interested? Visit the [Bristol Healthy Schools website](#) or contact

healthy.schools@bristol.gov.uk to learn more and set up an introduction session.

Find out more here:

Or by contacting us at: [Bristol Healthy Schools](#) or contacthealthy.schools@bristol.gov.uk to learn more and set up an introduction session.

Young Carers

A young carer is a person under 18 who looks after someone in their family with a long-term illness, disability, mental health ill health or addiction. The responsibility of a caring role can have a significant impact on their ability to **attend and achieve in school**. They are a vulnerable group of pupils who are often hidden and in need of support. Recent research suggests there could be **two young carers in every class**.

[Carers Trust](#) reports

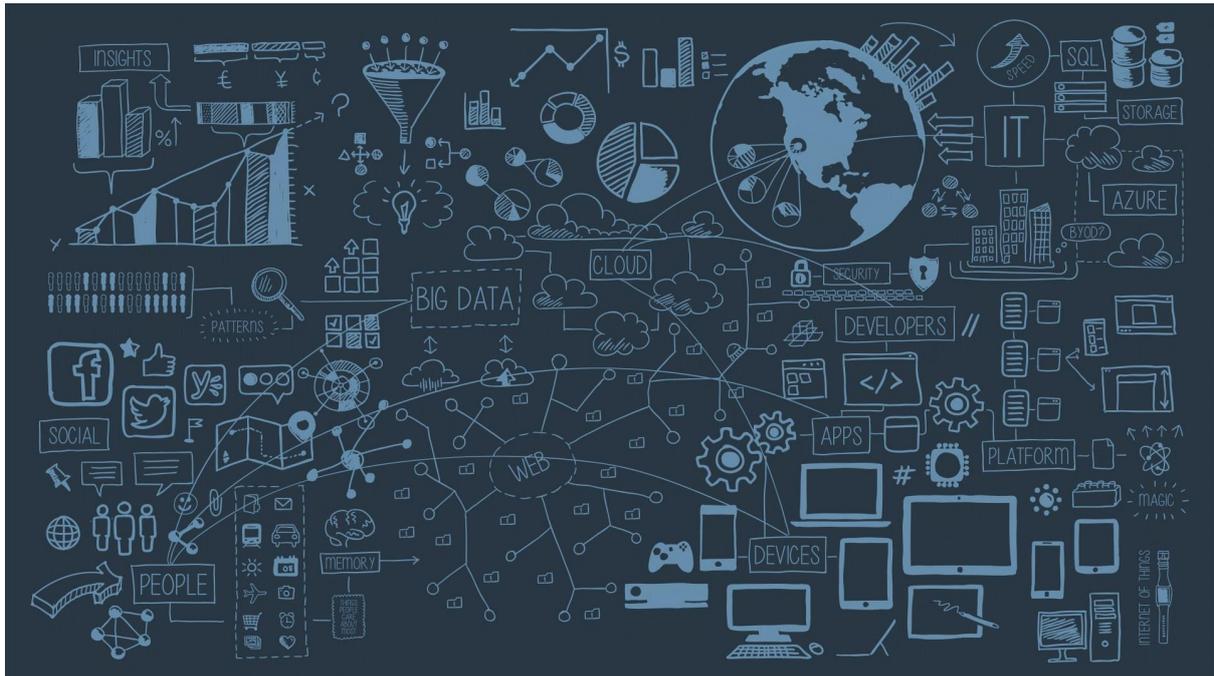
- Young carers are missing on average 23 days of school every year
- 31% are frequently late
- Primary aged young carers are performing well below age-related expectations
- Almost half of young carers at secondary school are 'persistently absent'
- There is an attainment gap between young adult carers and their peers at GCSE and A Level

[Young Carers Support](#) helps schools to improve identification, support and outcomes for young carers through the evidence based [Young Carers in Schools programme and award](#). For more information contact youngc@carersbsg.org.uk

Attendance Data



Local Attendance Data



Please note that this data comes directly into the local authority from school MIS and includes schools who share their attendance data with the local authority.

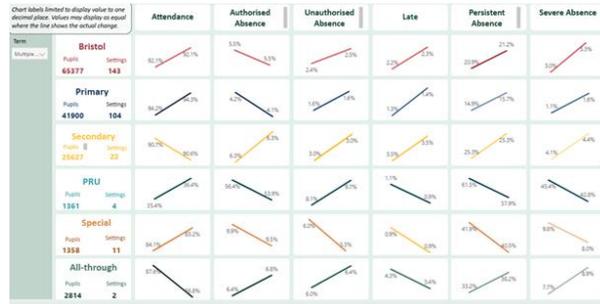
Additionally, chart labels in the images below are limited to display value to one decimal place. Values may display as equal where the line shows the actual change.

Term	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils: 59789 Settings: 141	82.2%	4.8%	2.1%	2.0%	10.0%	2.9%
Primary Pupils: 37245 Settings: 103	81.5%	3.3%	1.6%	1.2%	13.8%	1.1%
Secondary Pupils: 24554 Settings: 21	82.3%	5.3%	2.3%	3.2%	21.4%	3.3%
PRU Pupils: 1144 Settings: 4	56.2%	57.0%	6.6%	1.2%	43.3%	32.2%
Special Pupils: 1296 Settings: 11	84.6%	5.2%	4.2%	0.9%	38.0%	9.8%
All-through Pupils: 2658 Settings: 2	82.2%	5.0%	5.3%	4.3%	29.0%	6.6%

1 - Term 1 25/26 (up to 3rd Oct 2025) - academic year to date set against term 1 last academic year.

Term	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils: 65049 Settings: 142	82.3%	5.4%	2.3%	2.1%	10.3%	2.9%
Primary Pupils: 41668 Settings: 103	84.2%	4.1%	1.6%	1.3%	14.0%	1.1%
Secondary Pupils: 25524 Settings: 22	81.1%	6.0%	2.9%	3.3%	24.5%	3.8%
PRU Pupils: 1224 Settings: 4	35.9%	54.2%	7.8%	1.2%	53.8%	38.1%
Special Pupils: 1348 Settings: 11	84.2%	9.8%	6.2%	0.9%	40.8%	9.8%
All-through Pupils: 2795 Settings: 2	82.2%	6.3%	5.8%	4.3%	31.8%	7.1%

2 - Term 2 25/26 (up to 5th Dec 2025) - academic year to date set against term 1 & 2 last academic year.



3 - Term 3 (up to 6th February 2026) - academic year to date set against terms 1 to 3 last academic year.

Other sources of attendance data for schools include:

1. Your schools own Management of Information system attendance data reports
2. The DfE View your school’s own attendance data (which includes national and regional comparators & absence bandings for your setting)

<https://www.gov.uk/government/publications/monitor-your-school-attendance-user-guide>

Contact: If you require for further information in relation to this Attendance Update, please contact Vanessa Davies (Service Manager: Attendance and Education Welfare Service) on vanessa.davies@bristol.gov.uk

Alternatively, for general attendance related questions, please contact the EWS Helpline on 0117 3521438 or email education.welfare@bristol.gov.uk and a Duty Education Welfare Officer will be available to assist you.

