



Termly Attendance Update

Term 6

7th July 2025

w/c

Welcome to term 6's edition of the Attendance Update Newsletter. This will be the final edition for academic year 2024/25.

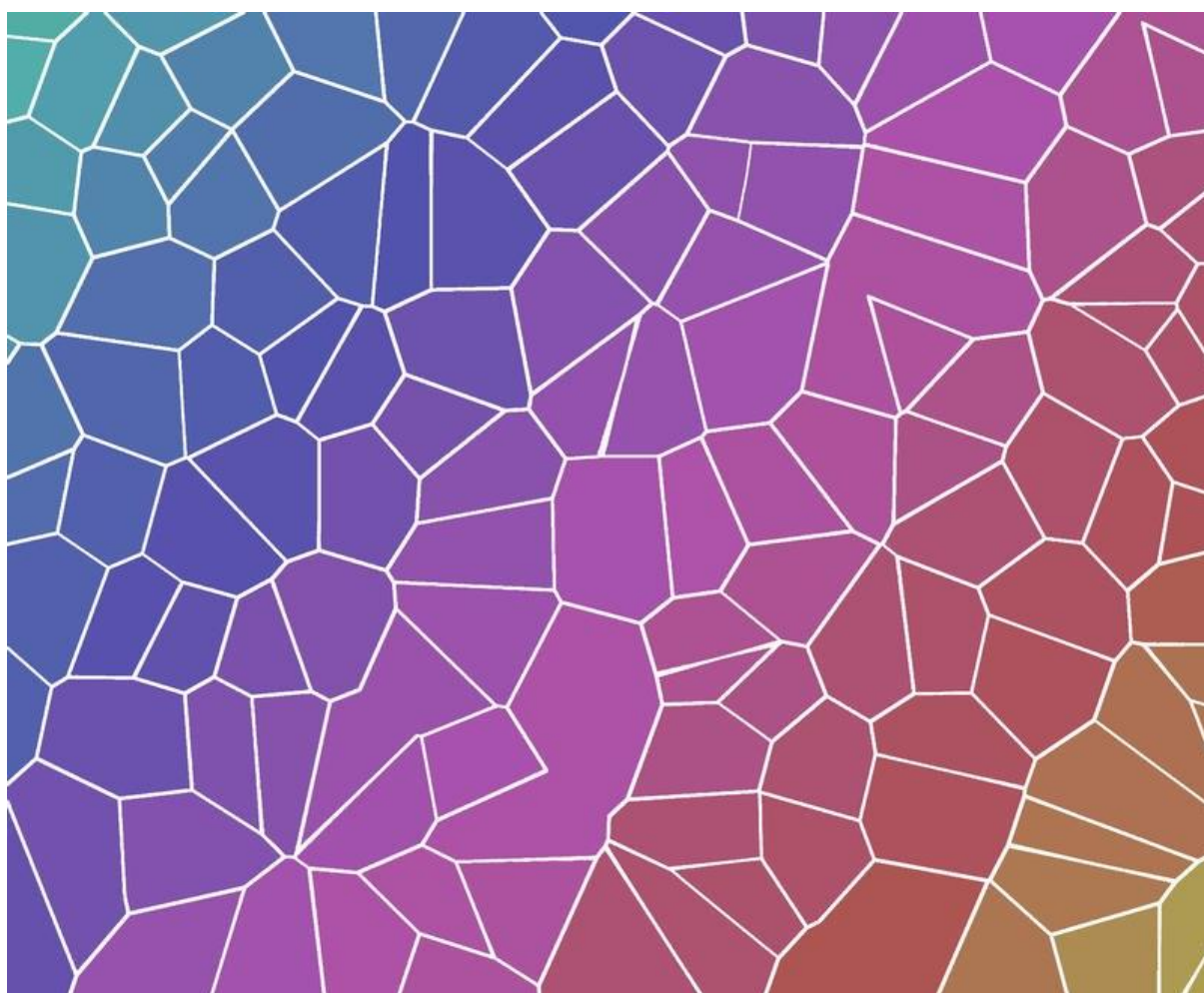
Thank you for supporting our city's attendance journey this academic year. There are some positive green shoots - attendance data is indicating that absence rates are starting to reduce across the city, and our persistent absence rate is starting to coming down. This means that more Bristol children have been in school for more sessions this academic year.

*Term 1's Attendance Update is due for release in **October 2025**.*

For further information, please refer to our recently revised webpages [Attendance and Education Welfare Service](#)

**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: End of academic year pupil register housekeeping

Make sure your pupil registers are:

- Up-to-date
- Don't contain any missing session marks
- Don't contain any N codes



Termly Top Tip 2: Pupil and parent voice summer holiday questionnaire/survey

Some schools find it helpful to use a Microsoft Google form as a way of touching base and capturing pupil and parent voice at the end of the school summer holidays. This is so that the school can respond to any worries or changes in circumstances and also deploy any additional support where it's needed most.



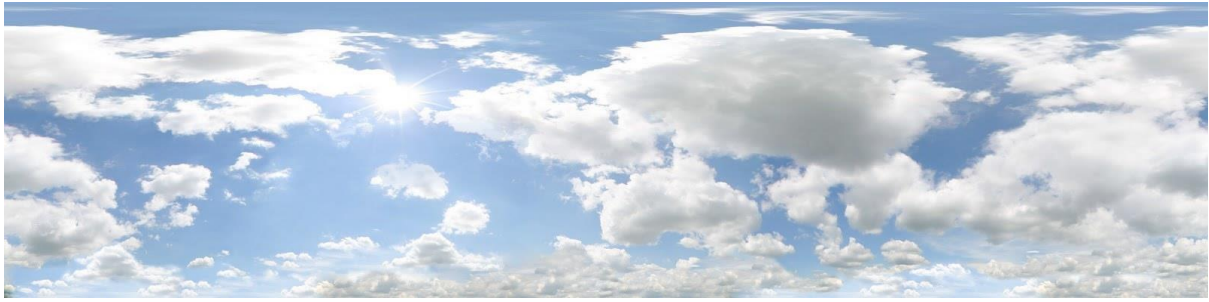
Termly Top Tip 3: Remind your school community about when pupils must return to school after the summer break

Send out a timely reminder, for example a text message, to remind parents and pupils when they need to return to school after the summer break.

Attendance News



Addressing the attendance challenge in Early Years



Please use the link to access a short (6-min) video by Marc Rowland that discusses approaches to support with addressing attendance in Early Years. [Addressing the attendance challenge in Early Years](#)

Attendance in Early Years is all about building positive routines and habits - attending regularly helps students develop good habits that will serve them throughout their lives. Punctuality, responsibility, and perseverance are all traits that are reinforced through consistent school attendance.

Your Holiday Hub



Enjoy a fun-filled school holiday this summer with Your Holiday Hub

Children and young people in Bristol who receive benefits-related free school meals, can join in with lots of fun activity sessions taking place during the summer school holidays (23 July to 29 August).

Your Holiday Hub sessions are fully funded and include a healthy meal as part of the day. Activities range from sports to crafts, and from drama to baking plus so much more. It's a really great way for children to stay active, meet friends, have fun and learn new things.

To search all the sessions and book online, please visit <https://eequ.org/bristolyourholidayhub>. If you have any questions, contact haf@bristol.gov.uk and a member of the team will get back to you.

Background:

Your Holiday Hub is funded by the Department for Education's [Holiday Activity and Food \(HAF\)](#) Programme, designed to provide holiday activities and nutritious food to school age children and young people in receipt of benefits related free school meals (FSM) during the school holidays. In Bristol, we have over **18,000** children and young people in receipt of FSM that are eligible to attend the sessions, which can be booked online on our website: www.yourholidayhubbristol.co.uk.

Our latest videos are here:

Activities: <https://youtu.be/pDMv9B6UTZo>

Healthy food: <https://youtu.be/puv3O-3kyLU>

Vox Pops (captions pre-added): <https://youtu.be/oTLkLb5V-gw>

Vox Pops (without added captions): <https://youtu.be/igx69PwaWs0>

Useful links:

- Your Holiday Hub website: www.yourholidayhubbristol.co.uk and [Frequently Asked Questions](#)
- Eequ booking platform: <https://www.eequ.org/bristolyourholidayhub>
- Bristol City Council webpage: <https://www.bristol.gov.uk/residents/people-and-communities/find-a-holiday-activity-in-your-area>

Kids go free on the West's buses this summer



Read the full article here [Kids go free on the West's buses](#)

City of Sanctuary Education Champions



The 'Education Champions' programme a new really exciting offer for schools and newly arrived EAL families.

Iman and Arwah are trained 'Education Champion Coordinators', and lead a group of bilingual parent volunteers in Bristol (who have lived experience of migration) who can:

- Promote positive communion between schools and families to help resolve issues

- Provide important information and signposting at school meetings (Open days, transition meetings etc) and parent consultations.
- Assist at Induction meetings for new arrivals
- Help plan and support at school EAL coffee mornings.

They also run 3 in person drop-in sessions for parents and help them to communicate with their children's schools.

Below you will find a poster for schools and a poster for families.

CITY OF SANCTUARY EDUCATION CHAMPIONS

Do you find it hard to engage with families?

Are language barriers making communication challenging in your school?

Education Champions are here to help you!

Iman Al-Maktary, Arwah Ismail

THEY AIM TO BUILD A BRIDGE BETWEEN SCHOOLS AND FAMILIES WHERE ENGLISH IS NOT A FIRST LANGUAGE

They can:

- Promote positive conversations between schools and families and help resolve issues
- Provide important information and signposting at your upcoming transition meetings and parent consultations
- Assist at induction meetings for new arrivals
- Help plan and support at your EAL coffee Mornings

For further inquiries, please contact:
bristol@cityofsanctuary.org or coordinator@bristol.cityofsanctuary.org

1 - Poster for schools



Education Support Drop-ins

Are you having problems with your children's school?

Do you find it hard to put forward your views and understand the school system?

Is English not your first language?

Come to our multilingual drop-in sessions to speak to our Education Champions, who can offer support and help you communicate with schools.

Every Tuesday 10:30 - 12:00
Easton Christian Family Centre (ECFC), Beaufort St.,
Easton, BS5 0SQ at the Refugee Women of Bristol drop-in
(reception area)

Fortnightly Thursday 10:30 - 12:00 (from 12/06)
Somali Resource Centre, 43 Ducie Road, Barton Hill,
BS5 0AX (reception area)

Every Friday 10:30 - 12:00
Easton Christian Family Centre (ECFC), Beaufort St.,
Easton, BS5 0SQ at Sadaga Women's Group
(main hall drop-in)

For further inquiries, please contact:
bristol@cityofsanctuary.org or coordinator@bristol.cityofsanctuary.org

2 - Poster for families

Key dates and training



Attendance CPD for Bristol Schools

The scheduling of the attendance training offer for academic year 2025/26 is now live.

All our sessions have been fully revised in line with the national attendance regulation changes and the new 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 are once again providing the one hour briefing slots to outline key attendance related activity for the year ahead. It is important that at least one representative from each setting is available to attend one of the briefings (if one than one colleague wishes to attend they can attend on one of alternative dates if more convenient) and therefore we have provided a couple of dates to choose from. We aim to record 1 of these sessions and upload the recording to the BCC Attendance Toolkit:

- Wednesday 3rd September 11-12noon
- Thursday 4th September 2-3pm

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

Thursday 13th 10-12 noon

January 2026

Wednesday 28th 1-3pm

Thursday 29th 10-12noon

May 2026

Wednesday 6th 1-3pm

Thursday 7th 10-12noon

Children Missing Education - Free

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

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

Attendance Casework – Chargeable £80

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
- 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 24th September 10:00 - 12:00
- Wednesday 10th December 10:00 – 12:00
- Wednesday 4th February 10:00 – 12:00
- 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 12:30-15:00
- 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 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). During this training, Bristol Healthy Schools will be running a short session aimed to support schools with “making the school a safe place” and fostering the “right ethos” for improving attendance. The session will be specific to school attendance, with a focus on mental health and creating safe spaces, addressing the theme of belonging in education.

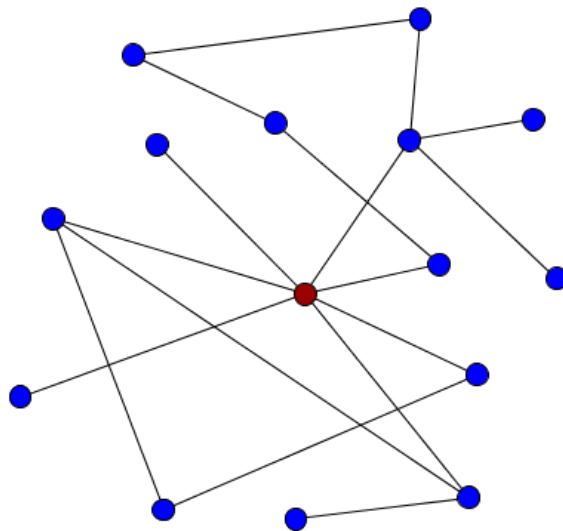
- Wednesday 19th November 10:00-12:00
- Wednesday 11th March 13:00-15:00
- Wednesday 24th June 10:00-12:00

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 new DfE attendance guidance ‘Working Together to Improve School Attendance’ 2024.

- September 2025 – Friday 26th 10-13:00
- January 2026 – Friday 9th 10-13:00
- May 2026 – Friday 1st 10-13:00

South-West Attendance Network (SWAN)



The South-West Attendance Network has been meeting virtually at regular intervals throughout academic year 2023/24 and will continue to do so throughout 2025/26. 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 1: 23 September 2025
- Term 2: 9 December 2025
- Term 4: 3 March 2026
- Term 6: 19 May 2026

Other attendance features and reminders

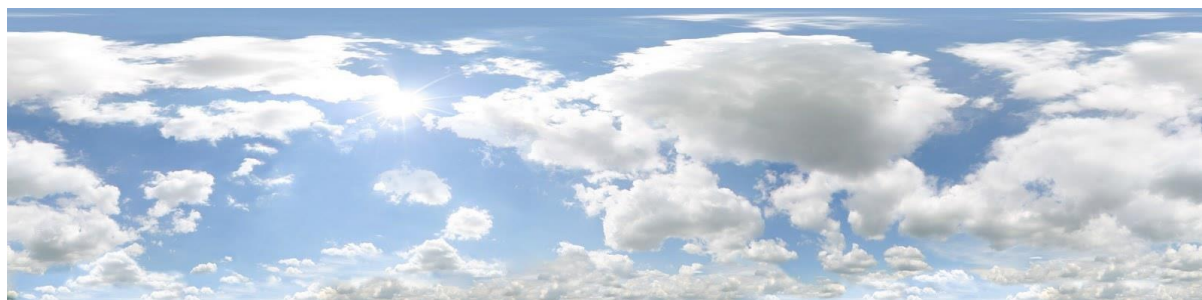
National Attendance Tools - helping you to deliver your day-to-day attendance operations



Listed below, are a few of the national attendance tools, that should form part of your go-to operational attendance toolkit to help you deliver your school's day-to-day attendance operations:

1. Working Together to Improve School Attendance 2024 (WTTISA 2024) statutory school attendance guidance: [Working together to improve school attendance \(WTTISA\) 2024](#)
2. National attendance toolkit for schools: [Attendance toolkit for schools](#)
3. Access your school attendance data through the monitor your school attendance tool
- View Your Education Data (VYED): [Access your school attendance data](#)

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**
- **NEW Thursday 3-4pm during term time**

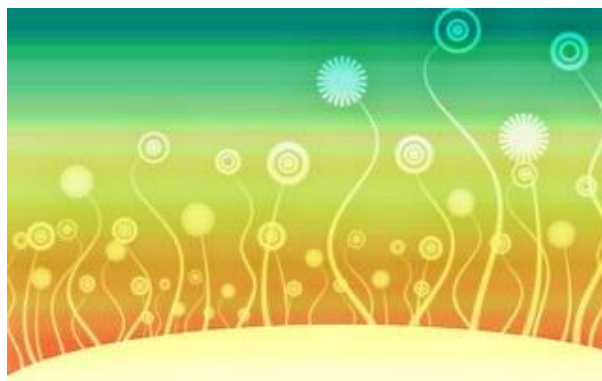
We encourage colleagues to join the meeting if they have specific questions relating to attendance or would like to share best practice. Join the Zoom meeting at:

<https://zoom.us/j/95659748840?pwd=WkRCZy93b0FZRGkxeU5oRlRRMHhsZz09>

Meeting ID: 956 5974 8840

Passcode: 354077

Attendance 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.

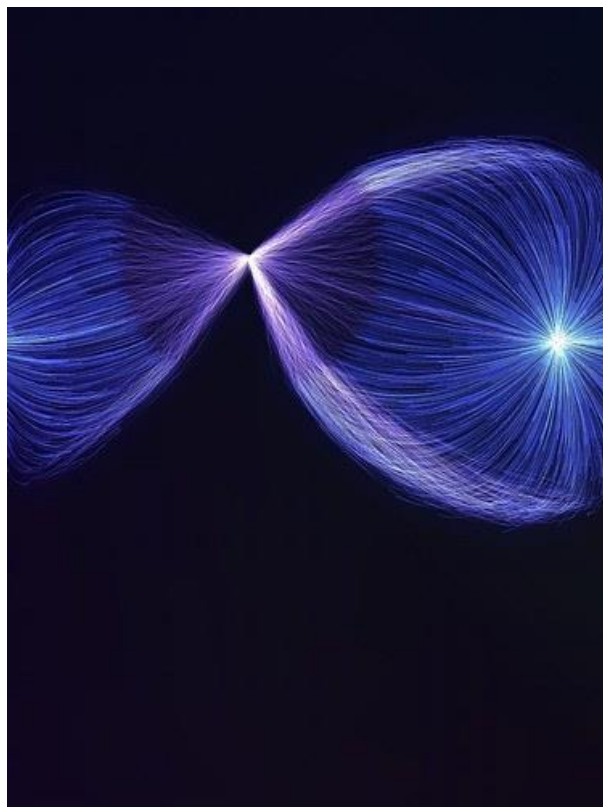
It is also essential practice for your school's attendance senior leader to participate with your school's TSM on a consistent basis.

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>

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](#)

Children Missing Education (CME) and Pupil Tracking 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:

<https://www.gov.uk/government/publications/children-missing-education>

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 **2024 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 educationpenaltynotices@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

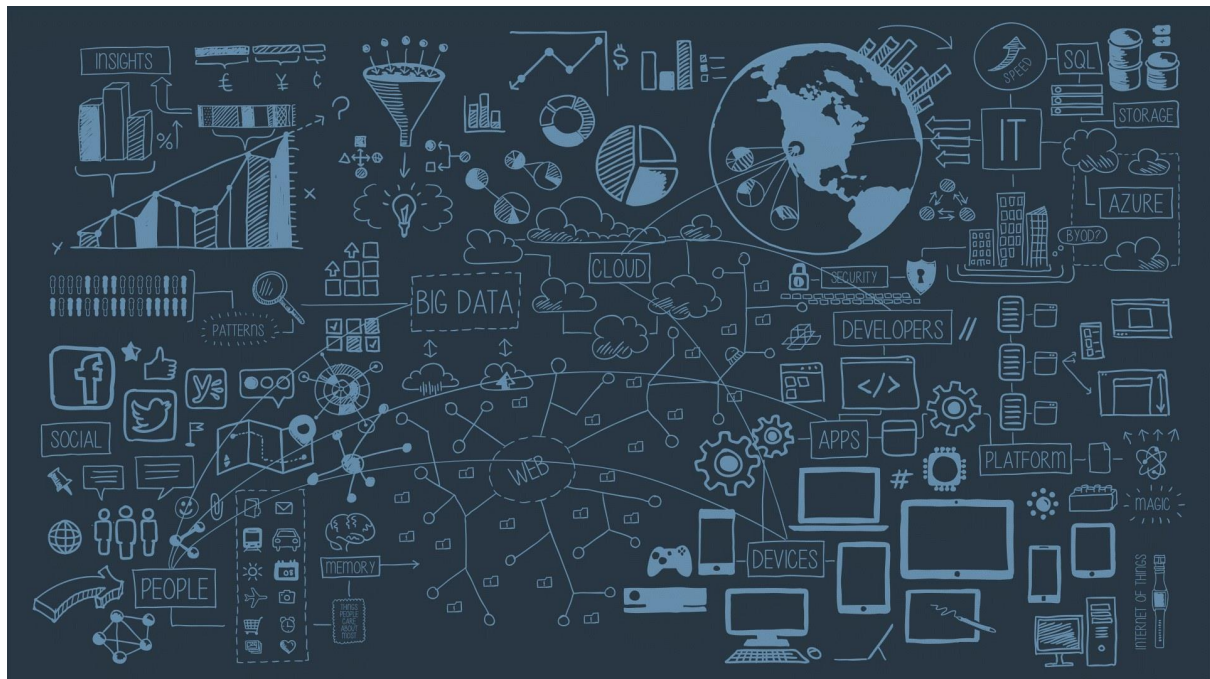
Attendance Data



National Attendance Data



- ## Local Attendance Data



2024/25

Metric	Value
Present %	93.1%
Absent %	4.6%
Unauthorised %	2.2%
Late %	1.9%
Percent Absence %	19.1%
Served Absence %	2.7%

Present % (Line Chart)

Month	Present %
2020/01	92.4%
2021/02	93.1%
2022/03	92.7%
2023/04	93.1%

Percent by Setting (Bar Chart)

Setting	2020/01	2021/02	2022/03	2023/04	2024/05
Primary	93.5%	94.1%	94.5%	94.8%	94.9%
Secondary	93.5%	93.5%	93.5%	93.5%	93.5%
Special	93.5%	93.5%	93.5%	93.5%	93.5%
All-through	93.5%	93.5%	93.5%	93.5%	93.5%

Late % (Bar Chart)

Month	Late %
2020/01	0.9%
2021/02	1.5%
2022/03	1.8%
2023/04	1.9%
2024/05	1.8%

Authorised Absence % (Bar Chart)

Month	Authorised Absence %
2020/01	3.8%
2021/02	4.7%
2022/03	4.4%
2023/04	6.7%
2024/05	4.4%

Unauthorised Absence % (Bar Chart)

Month	Unauthorised Absence %
2020/01	1.8%
2021/02	1.9%
2022/03	2.3%
2023/04	2.6%
2024/05	2.2%

3 - Term 1 24/25 Data

	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils 66050 Settings 148	90.8% 	6.2% 	3.0% 	2.2% 	23.8% 	3.2%
Primary Pupils 43273 Settings 108	91.8% 	4.2% 	2.0% 	1.3% 	16.4% 	1.3%
Secondary Pupils 24735 Settings 22	88.3% 	8.2% 	3.3% 	3.7% 	36.0% 	4.7%
PRU Pupils 1172 Settings 4	38.3% 	11.7% 	10.0% 	1.2% 	69.3% 	48.3%
Special Pupils 1389 Settings 11	81.8% 	12.7% 	6.0% 	0.8% 	48.7% 	11.2%
All-through Pupils 2919 Settings 3	82.3% 	8.7% 	9.2% 	3.3% 	48.8% 	10.3%

4 - Term 2 24/25 (up to 6th Dec 2024) – academic year to date set against last academic year

	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils 66405 Settings 148	90.5% 	6.1% 	3.0% 	2.2% 	23.8% 	3.3%
Primary Pupils 43455 Settings 108	91.8% 	4.2% 	2.0% 	1.3% 	16.2% 	1.3%
Secondary Pupils 24838 Settings 22	88.3% 	8.2% 	3.3% 	3.7% 	36.0% 	4.7%
PRU Pupils 1338 Settings 4	38.3% 	11.8% 	9.5% 	1.2% 	69.3% 	48.7%
Special Pupils 1397 Settings 11	81.8% 	12.7% 	6.0% 	0.8% 	48.7% 	11.2%
All-through Pupils 2948 Settings 3	82.3% 	8.7% 	9.2% 	3.3% 	48.8% 	10.3%

5 - Term 3 24/25 (up to 7th February 2025) - academic year to date set against last academic year

	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils 66575 Settings 150	90.5% 	6.1% 	3.0% 	2.2% 	23.8% 	3.3%
Primary Pupils 43371 Settings 110	91.8% 	4.2% 	2.0% 	1.3% 	16.3% 	1.3%
Secondary Pupils 24885 Settings 22	88.3% 	8.2% 	3.3% 	3.7% 	36.0% 	4.7%
PRU Pupils 1401 Settings 4	38.3% 	11.8% 	9.5% 	1.2% 	69.3% 	48.7%
Special Pupils 1406 Settings 11	81.8% 	12.7% 	6.0% 	0.8% 	48.7% 	11.2%
All-through Pupils 2964 Settings 3	82.3% 	8.7% 	9.2% 	3.3% 	48.8% 	10.3%

6 - Term 4 24/25 (up to 28th March 2025) - academic year to date set against last academic year.

	Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
Bristol Pupils 66762 Settings 150	90.5% 	6.1% 	3.0% 	2.2% 	23.8% 	3.3%
Primary Pupils 43678 Settings 110	91.8% 	4.2% 	2.0% 	1.3% 	16.3% 	1.3%
Secondary Pupils 24953 Settings 22	88.3% 	8.2% 	3.3% 	3.7% 	36.0% 	4.7%
PRU Pupils 1483 Settings 4	38.3% 	11.8% 	9.5% 	1.2% 	69.3% 	48.7%
Special Pupils 1415 Settings 11	81.8% 	12.7% 	6.0% 	0.8% 	48.7% 	11.2%
All-through Pupils 2974 Settings 3	82.3% 	8.7% 	9.2% 	3.3% 	48.8% 	10.3%

7 - Term 5 24/25 (up to 16th May 2025) - academic year to date set against last academic year.



8 - Term 6 24/25 (up to 4th July 2025) - academic year to date set against last academic year (Year 11 data for term 6 omitted)

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>
3. The DfE fortnightly attendance data release (which you can use to create your own tables and includes national and regional comparators)
<https://www.gov.uk/government/statistics/pupil-attendance-in-schools>

Contact: If you require for further information in relation to this Attendance Update, please contact Vanessa Davies (EWS Lead) 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.