

# Termly Attendance Update Term 2 w/c 8th December 2025



Welcome to the winter holiday season! This is the second attendance newsletter of academic year 2025/26.

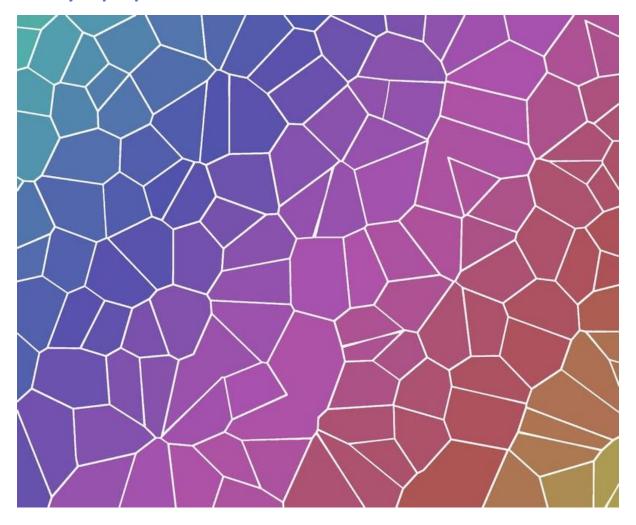
Term 3's Attendance Update is due for release in February 2026.

For further information and back copies, please refer to our recently revised webpages

<u>Attendance and Education Welfare Service</u> and the **Bristol City Council Attendance Toolkit**<u>Attendance Toolkit - Home</u>



# **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: Patterns of lateness** 

Review pupil registers for patterns of lateness and then use the insights to identify cases for additional support.

- 1. Remember, Working Together to Improve School Attendance 2024 (WTTISA 2024) statutory school attendance guidance: Working together to improve school attendance (WTTISA) 2024 states that the register should be open for no longer than 30-minutes.
- 2. Lateness after the register has closed should be followed up in the usual way, and the appropriate absence code should be applied in line with the reason for absence.



Termly Top Tip 2: The first week of January matters - beat the January blues!

- Send a **positive announcement message** to your school's parents and carers to let them know when school returns after the Christmas break and to let them know that January matters.
- **Pupil/parent voice questionnaire** send out a short questionnaire to capture parent and pupil voice and any chances to wellbeing over the Xmas period.



Termly Top Tip 3: Review severe weather attendance expectations and procedures

The winter months often bring their fair share of severe weather challenges. Now is the perfect time to review your schools severe weather attendance expectations and procedures. Don't forget, coding advice can be accessed via the attendance helpline and the weekly attendance drop-ins.

# **Attendance News**



## Illness - A reminder from the Department for Education



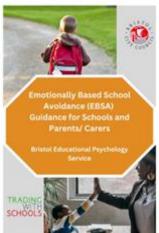
As we move further into the term, we want to remind all settings of the key guidance available to help manage seasonal illnesses and keep pupils and staff well.

- <u>Education Hub Blog</u>: Reducing the spread of illness this winter: Seven steps to healthier schools and higher school attendance a helpful blog for parents and staff.
- NHS Guidance for Parents: Is my child too ill for school? a useful resource to help parents decide when children should stay at home.
- <u>Preventing and Controlling Infections Guidance</u>: Includes advice on vaccination, ventilation, and good respiratory hygiene.
- A–Z of managing Infectious Diseases: Practical guidance on managing specific illnesses.

By following and sharing these resources, settings can support healthier school environments and help maintain high attendance as far as possible throughout the winter months.

# 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 - <u>Bristol Attendance Toolkit - EBSA Section</u>

#### 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
- 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

# **Key dates and training**



**Attendance CPD for Bristol Schools** 

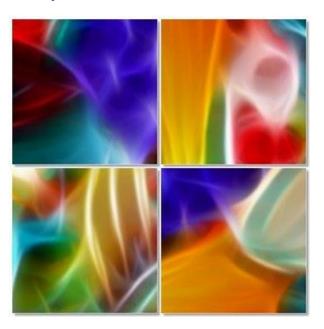
The attendance training offer for academic year 2025/26 is live.

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**



#### **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

Thursday 29th 10-12noon

#### 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
- 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
- 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

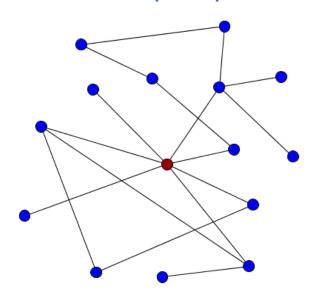
schools and settings to work in partnership with the local authority to meet the expectations identified in the DfE statutory attendance guidance 'Working Together to Improve School Attendance' 2024.

- January 2026 Friday 9th 10-13:00
- 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 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: <a href="Registration Form">Registration Form</a>. 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:

<u>Attendance Toolkit - Home (sharepoint.com)</u>

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.

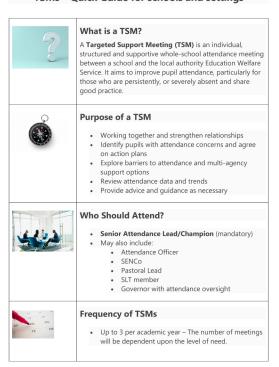
If you have questions about your schools TSM please contact the EWS on education.welfare@bristol.gov.uk

For further information about TSMs please watch the DfE TSM webinar 2024: https://youtu.be/ERNHbDZiHs4?list=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b

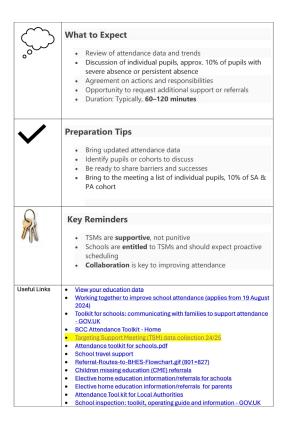
We have a new quick guide for schools about TSMs. You can view a copy below.

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

TSMs – Quick Guide for schools and settings

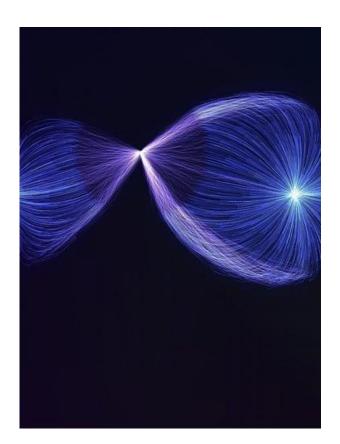


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# **TSMs**

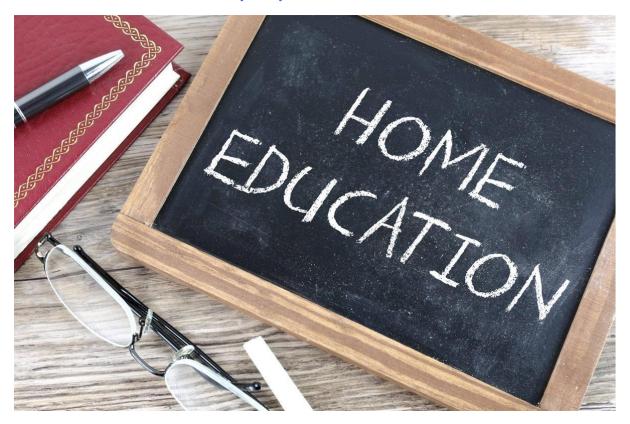


- Empowering schools to meet the expectations of WTTISA 2024.
- Impactful meetings, ensuring partnership work remains strong and effective.

#### TSM Checklist for schools:

- 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 - <a href="https://educationhub.blog.gov.uk/2020/10/20/all-you-need-to-know-about-home-schooling-and-elective-home-education-ehe/">https://educationhub.blog.gov.uk/2020/10/20/all-you-need-to-know-about-home-schooling-and-elective-home-education-ehe/</a>

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 <a href="https://www.bristol.gov.uk/residents/schools-learning-and-early-years/education-outside-mainstream-schools/home-education">https://www.bristol.gov.uk/residents/schools-learning-and-early-years/education-outside-mainstream-schools/home-education</a>

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

Please notify <a href="mailto:ehe@bristol.gov.uk">ehe@bristol.gov.uk</a> 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: <u>EHE notification form</u>

# 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 <a href="mailto:childrenmissingeducation@bristol.gov.uk">childrenmissingeducation@bristol.gov.uk</a>

National CME statutory guidance is available here:

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

#### **EWS Traded Offer**



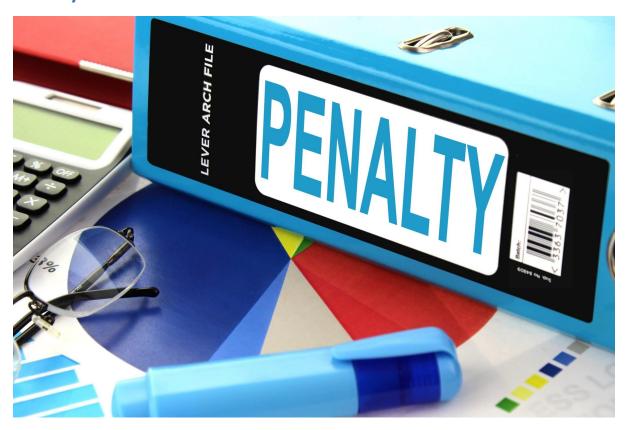
All schools can commission the Local Authority to act on behalf of the school to fulfil attendance expectations.

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

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 <a href="mailto:educationpenaltynotices@bristol.gov.uk">educationpenaltynotices@bristol.gov.uk</a> 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=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b

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 <a href="https://youtu.be/oEDZyrJvi2c?si=x3GQ6cIFcCPQnHjV">https://youtu.be/oEDZyrJvi2c?si=x3GQ6cIFcCPQnHjV</a> 12-min webinar

# **Bristol Healthy Schools**





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



The <u>Bristol Healthy Schools offer</u> 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: <u>Bristol Healthy Schools</u>
- <u>Free awards scheme</u> (The <u>Essential Award</u> lays the foundation for a healthy school, while <u>Specialist Awards</u> 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 <u>Pupil Voice Survey 2026</u>.

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: <u>Bristol Healthy Schools</u> or <u>contacthealthy.schools@bristol.gov.uk</u> 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

<u>Young Carers Support</u> helps schools to improve identification, support and outcomes for young carers through the evidence based <u>Young Carers in Schools programme and award</u>. For more information contact <u>youngc@carersbsg.org.uk</u>

## **Attendance Data**



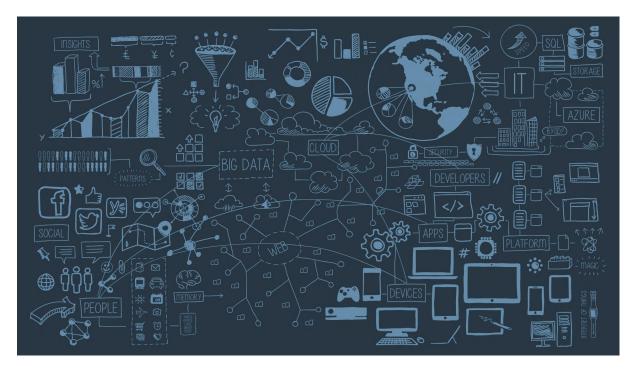
# **National Attendance Data**



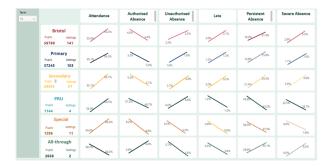
Pupil attendance and absence data can be accessed here: <u>Pupil attendance and absence data</u>

- Fortnightly attendance data releases can be accessed here: Fortnightly pupil attendance in schools
- Academic year 2023/24 Pupil absence in schools in England data (national, regional and LA level) can be accessed here: <a href="https://explore-education-statistics.service.gov.uk/find-statistics/pupil-absence-in-schools-in-england/2023-24">https://explore-education-statistics.service.gov.uk/find-statistics/pupil-absence-in-schools-in-england/2023-24</a>
- Academic year 2023/24 Parental responsibility measures data (national, regional and LA level) can be accessed here: <a href="https://explore-education-statistics.service.gov.uk/find-statistics/parental-responsibility-measures">https://explore-education-statistics.service.gov.uk/find-statistics/parental-responsibility-measures</a>

## **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.



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



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

#### Other sources of attendance data for schools include:

- 1. Your schools own Management of Information system attendance data reports
- The DfE View your school's own attendance data (which includes national and regional comparators & absence bandings for your setting) <a href="https://www.gov.uk/government/publications/monitor-your-school-attendance-user-guide">https://www.gov.uk/government/publications/monitor-your-school-attendance-user-guide</a>

**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 <a href="mailto:vanessa.davies@bristol.gov.uk">vanessa.davies@bristol.gov.uk</a>

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

