



Termly Attendance Update

Term 1

w/c

6th October 2025



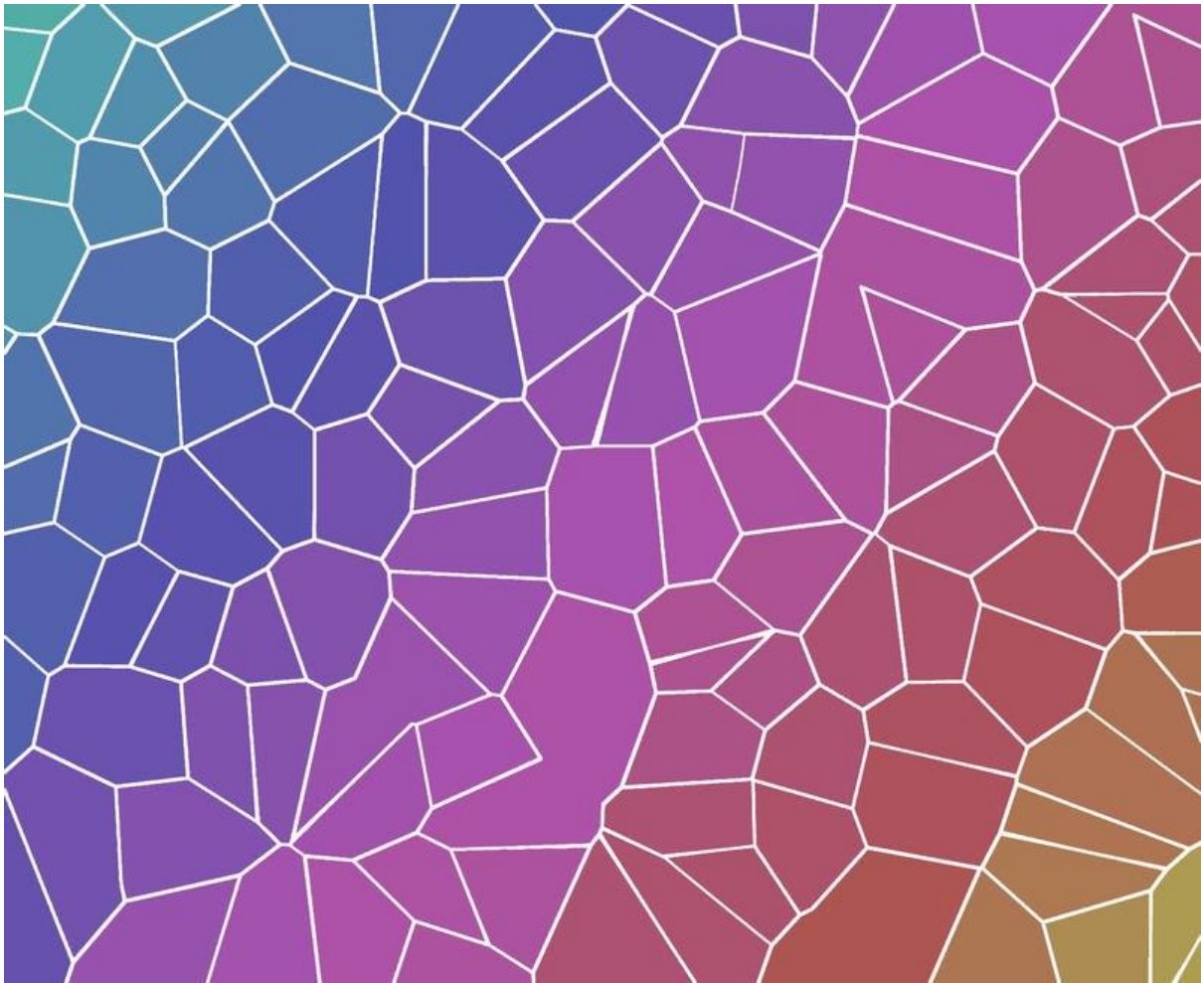
Welcome to academic year 2025/26! This is the first attendance newsletter of the new academic year.

*Term 2's Attendance Update is due for release in **December 2025**.*

For further information, please refer to our recently revised 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: Using the national attendance tools to support you with 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](#)



Termly Top Tip 2: The first weeks matter - building strong habits announcement

- *Send a **positive announcement message** to your school's parents and carers to let them know that you are taking time to check in with them about attendance and the importance of building strong habits right at the start of the academic year.*
- ***Intervene early** - evidence shows this is really important, analyse your pupil registers for pupils who have already had absence in term 1, and adopt a **support first** compassionately curious approach to following up on the absence patterns.*



Termly Top Tip 3: Remind your school community about term dates, any INSET days and leave of absence in term time procedures.

Send out a timely reminder, for example a text message, to remind parents about term dates, any INSET days and leave of absence in term time school processes.

Attendance News





Department for Education

On 8th September 2025 the DfE updated the Children Missing Education (CME) statutory guidance for schools and Local Authorities on how they work together to identify and support CME to receive a suitable education.

[Children missing education \(CME\) statutory guidance](#)

The guidance is statutory for local authorities in England and is intended to help them fulfil their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME). This guidance is also statutory for academy trusts, governing bodies, management committees and proprietors who must have regard to it as part of their efforts to promote the welfare of children.

Bristol City Council is now under taking a review of our local Children Missing Education guidance in line with the revised statutory guidance and we will share the review with you in due course.

Bristol City Council's Data Sharing Protocol



In July 2025, BCC distributed its revised data sharing protocol for schools. A copy can be viewed on the BCC Attendance Toolkit. The BCC Attendance Toolkit can be accessed here: [Attendance Toolkit - Home](#)

This is an important document because the Data Sharing Protocol sets out the policies, procedures, roles and responsibilities of how parties will share personal data, including **attendance data**.

Data Accuracy & UK GDPR Compliance in Schools - Penalty Notice Requests



Schools must comply with UK GDPR, the Data Protection Act 2018, and the Data Use and Access Act 2025 by ensuring pupil data is:

- *Accurate (including address details)*

- *Up to date (including address details)*

- *Securely maintained*

Key data includes:

- *Contact details*

- *Support plans & attendance information and plans*

As **data controllers**, schools must ensure third-party processors also meet GDPR standards.

Why it matters:

- Inaccurate data can lead to breaches, ICO investigations, and failed enforcement (e.g. Penalty Notices due to incorrect addresses).

Accurate data protects pupils, supports enforcement, and builds trust.

Key dates and training



Attendance CPD for Bristol Schools

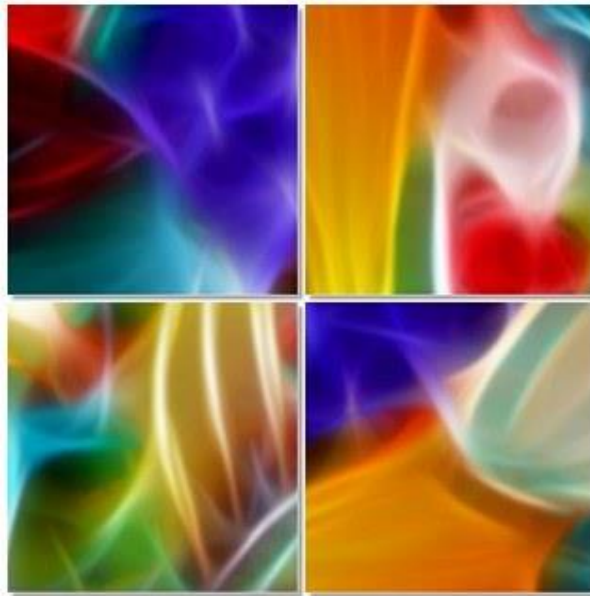
The attendance training offer for academic year 2025/26 is live.

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.

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

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

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



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
- 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
- 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

- 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
- 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.

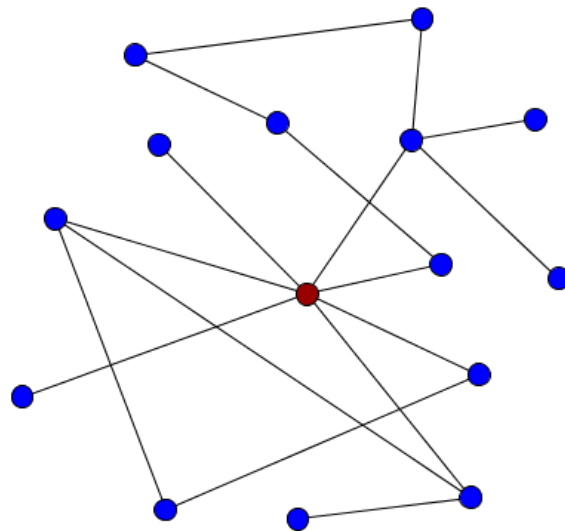
- Wednesday 19th November 10:00-12:00
- Wednesday 11th March 13:00-15:00
- Wednesday 24th June 10:00-12:00

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

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: [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
- 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



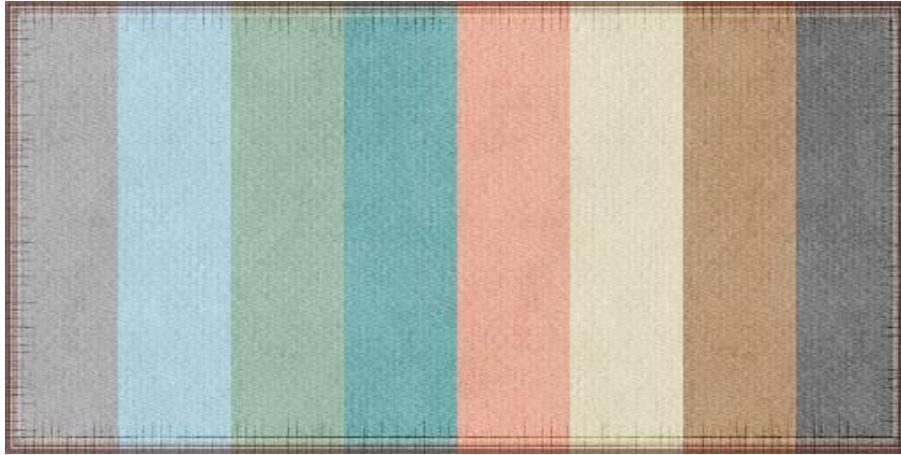
Bristol's Attendance Toolkit has been developed to provide schools and educational settings with a single online location to receive up to date attendance information, tools and templates.

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 \(sharepoint.com\)](https://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

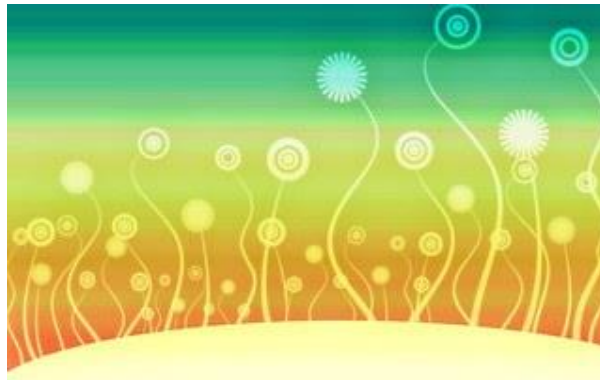
Attendance helpline & email



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=PLXjcCX3hH9LXqKNI35VTWirdJnzjO3s2b>




We have a new quick guide for schools about TSMs. To view a copy please view below.

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

TSMs – Quick Guide for schools and settings

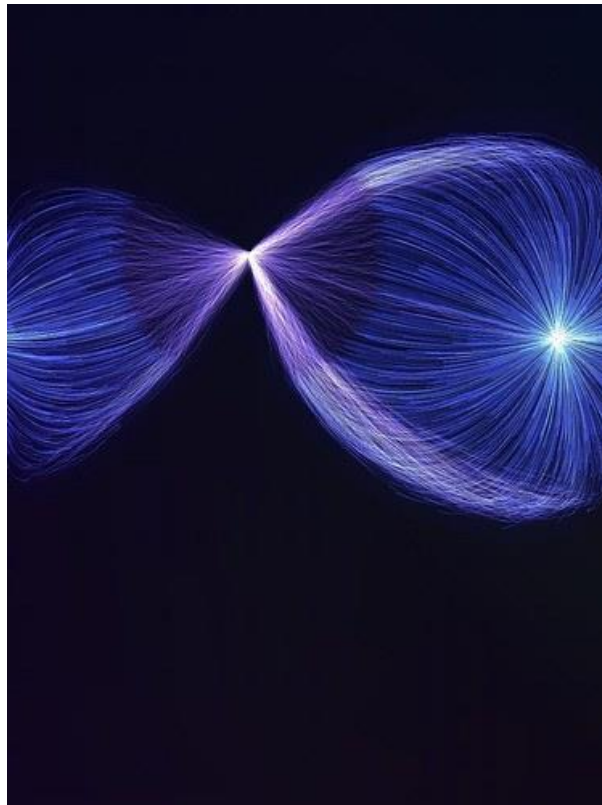
	What is a TSM? A Targeted Support Meeting (TSM) is an individual, structured and supportive whole-school attendance meeting between a school and the local authority Education Welfare Service. It aims to improve pupil attendance, particularly for those who are persistently, or severely absent and share good practice.
	Purpose of a TSM <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
	Who Should Attend? <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
	Frequency of TSMs <ul style="list-style-type: none"> Up to 3 per academic year – The number of meetings will be dependent upon the level of need.

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	What to Expect <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
	Preparation Tips <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
	Key Reminders <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
Useful Links	<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 (801×827) 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

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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:

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 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:

<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 **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**.

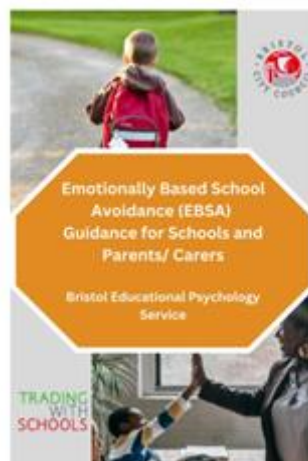
If you are not sure on the arrangements for Penalty Notices including making requests, please contact educationpenaltynotices@bristol.gov.uk for assistance and/or attend our fully revised free Parental Responsibility Measures – Penalty Notice training session, booking via Trading with Schools.

DfE Penalty Notice webinar2024:

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

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.

Emotionally based school avoidance (EBSA)



“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](#)

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

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

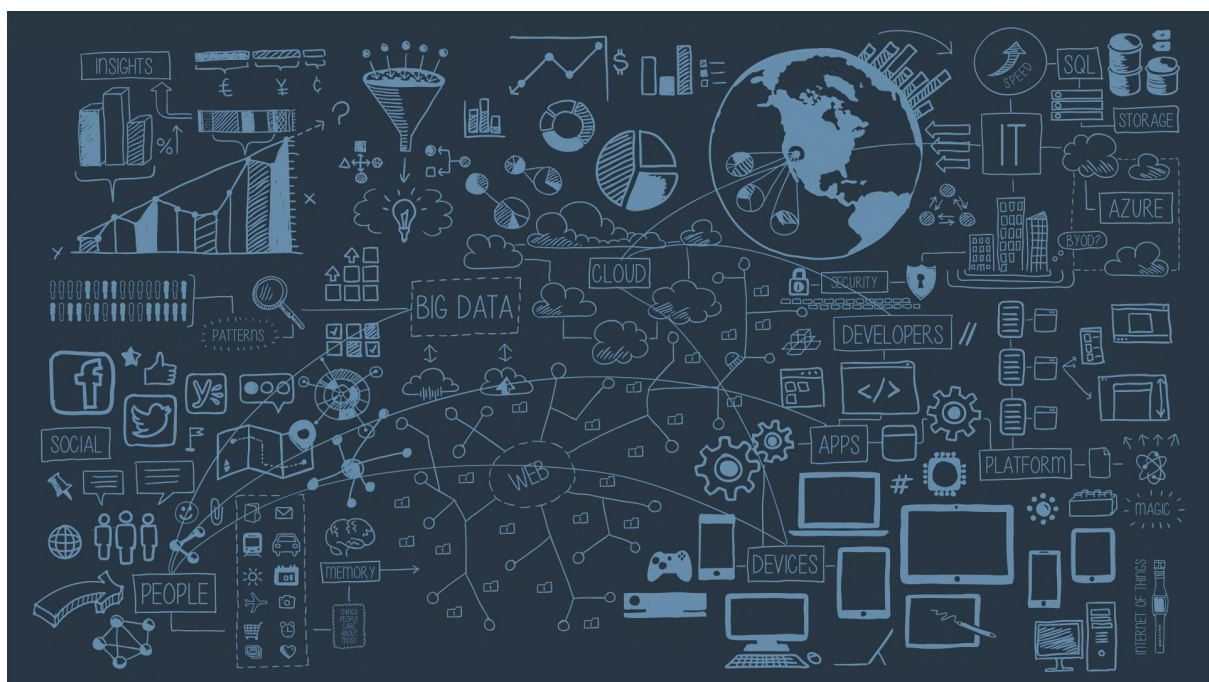


National Attendance Data



- Pupil attendance and absence data can be accessed here: [Pupil attendance and absence data](#)

- ## Local Attendance Data



Term		Attendance	Authorised Absence	Unauthorised Absence	Late	Persistent Absence	Severe Absence
T1							
	Bristol						
	Pupils 59789	Settings 141					
		93.2%	4.8% 6.4%	2.2%	2.0% 3.1%	19.2% 21.0%	2.8% 3.5%
	Primary						
	Pupils 37245	Settings 103					
		95.1%	3.9% 3.0%	1.6%	1.2% 1.2%	13.8% 15.8%	1.1% 1.0%
	Secondary						
	Pupils 24554	Settings 21					
		92.3%	5.8% 8.1%	2.7%	3.0% 8.2%	21.4% 34.3%	3.8% 5.9%
	PRU						
	Pupils 1144	Settings 4					
		16.0%	57.0% 42.7%	6.4%	12.0% 1.0%	43.7% 42.1%	32.0% 32.7%
	Special						
	Pupils 1296	Settings 11					
		84.8%	9.2% 8.0%	6.2%	0.9% 0.8%	38.0% 27.3%	9.6% 7.9%
	All-through						
	Pupils 62	Settings 3					
		92.8%	5.9% 6.5%	1.7%	4.2% 3.8%	29.3% 15.1%	6.4% 6.2%

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.

