



## **Termly Attendance Update Term 5 w/c** **19 May 2025**

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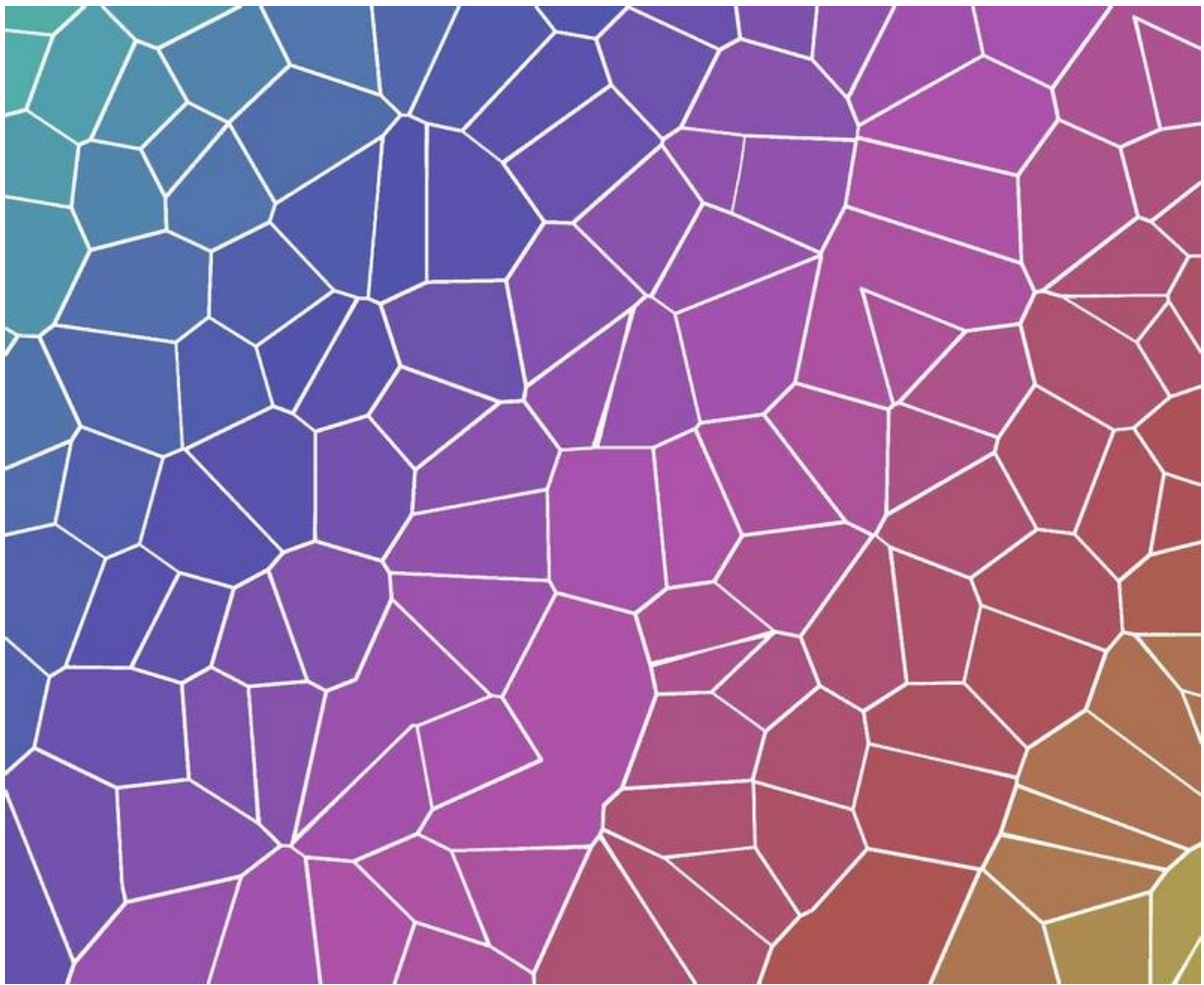
*Welcome to term 5's edition of the Attendance Update Newsletter.*

*Term 6's Attendance Update edition is due for release in **July 2025**, this will be the final edition for academic year 2024/25.*

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# MOMENTS MATTER, ATTENDANCE COUNTS.

## Termly Top Tips



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*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.*

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### **Termly Top Tip 1: Attendance Policy**

*Make sure your school level attendance policy is:*

- Up to date and complies with Working Together to Improve School Attendance 2024.
- Is accessible on your school's website.
- Don't forget, you don't have to start from scratch, there is a template attendance policy on the BCC Attendance Toolkit.





### **Termly Top Tip 2: In your Management Information System (MIS)**

*The register is a legal document and it must be accurately maintained. It's not just an administrative process, there is a strong relationship with wider safeguarding duties too.*

*Now is a good time to:*

- **Missing Session Marks** - Run the missing session mark report to identify any individual pupils or classes that require further investigation.
- **Review application of absence codes in pupil registers** - Review different absence codes to make sure they are being applied appropriately.
- **N codes** - This is a temporary code, run an N code report in your MIS and follow up on these absences to make sure that the N code has been converted to another absence code in a timely way, typically within 2-weeks.



### **Termly Top Tip 3: Attendance reporting in annual pupil reports**

*Schools in England are legally required to provide parents with an annual written report on their child's progress, typically by the end of the summer term. Information about the child's attendance record, including authorised and unauthorised absences must be included.*

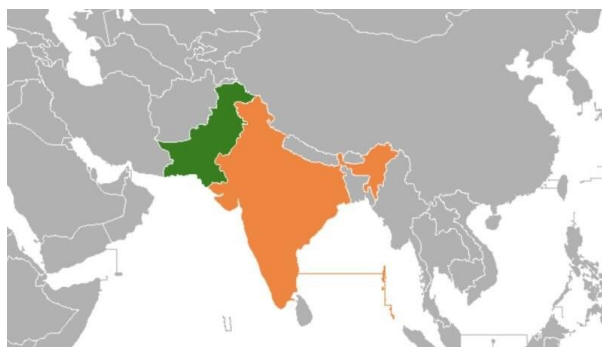
One way of doing this is to include the child's registration certificate with the pupil report.

This link provides further information: <https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers>

## Attendance News



### Pakistan / India Travel Restrictions - Attendance and Absence Code Queries



**There may be families and schools within Bristol that are impacted by flight restrictions due to the ongoing issue in Kashmir.**

You will be aware of the ongoing situation in the disputed Kashmir area, impacting travel to and from India and Pakistan. The most recent announcement from the Indian and Pakistani Governments, as shared by the Foreign, Commonwealth and Development Office (FCDO) is as follows:

On 10 May, the Government of India stated that India and Pakistan have agreed to stop military action. Airspace remains closed to north and northwest of Delhi. Airspace restrictions and flight cancellations may be announced or changed at short notice. British nationals should contact their airline for up-to-date information.

<https://www.gov.uk/foreign-travel-advice/india>

On 10 May, the Government of Pakistan stated that India and Pakistan have agreed to stop military action. Pakistani authorities have announced that airspace is open. British nationals should contact their airline for up-to-date information. - <https://www.gov.uk/foreign-travel-advice/pakistan>

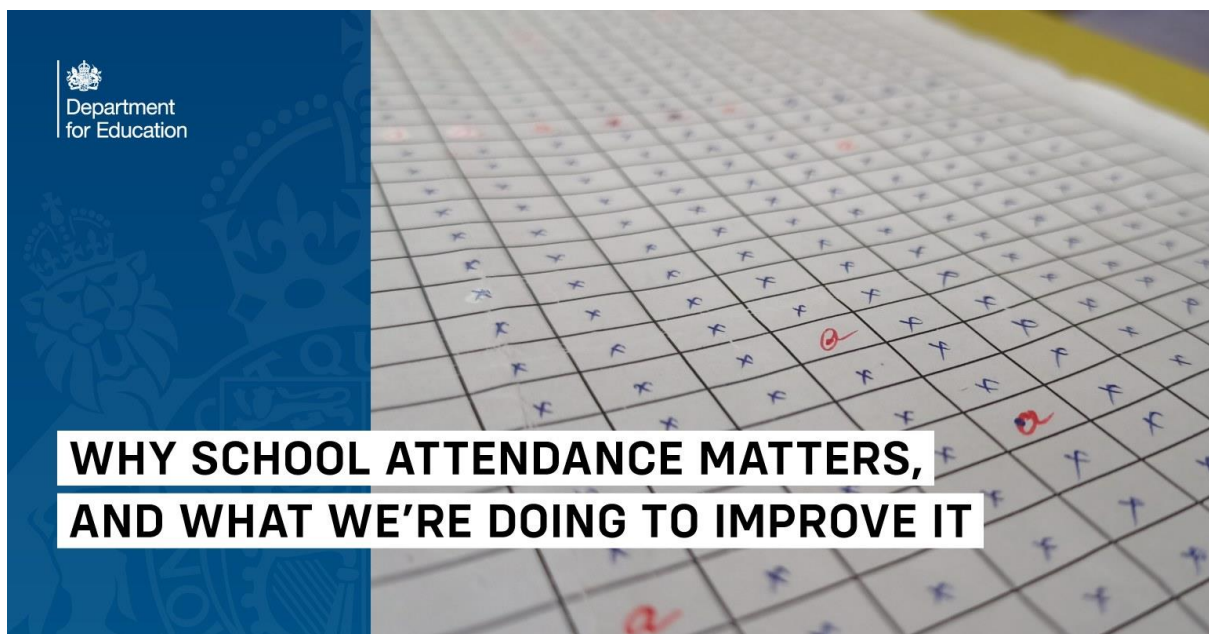
We are aware, that although airspace is starting to open in the area, there will be a residual impact on travel into and out of these countries as airlines attempt to reschedule cancelled and delayed flights. This will therefore impact families, may lead to a delayed return to the UK, and more importantly, a delay to returning to school. Our advice on this issue which you may find helpful is as follows:

1. Families should have already provided schools with an expected return date, if this is not the case, please ask for a copy of the family's original flight tickets, which will specify the planned return date.
2. Flights are being rescheduled slowly (i.e. we are aware of flight due to leave on 13th May which has been rescheduled for 18th May). This is to be expected.
3. In the meantime, **code Y2** (Unable to attend due to widespread disruption to travel) can be used for absence between the planned return date and the actual return date. Y2 has no statistical meaning, and does not count as either an absence nor a present mark. **Please do not alter any marks prior to using Y2, i.e. if the absence prior to this was marked as "G", that remains the correct code for that period of absence.**
4. If you remain unsure, please contact the **Attendance Helpline 01173521438 / [education.welfare@bristol.gov.uk](mailto:education.welfare@bristol.gov.uk)**.
5. Finally, if you receive contact from families who are caught in the region and require support, please share the following link with them: <https://www.gov.uk/guidance/how-to-deal-with-a-crisis-overseas> and Find a British embassy, high commission or consulate - GOV.UK





## Why school attendance matters...



The Education Hub has published an article about 'Why school attendance matters and what the Government are doing about it'. Read the article here:

<https://educationhub.blog.gov.uk/2025/03/why-school-attendance-matters-and-what-were-doing-to-improve-it/>



## School attendance is everyone's business



1. School attendance is one of the most important thing we can all join up on right now.
2. A research report was published by the DfE recently drawing on evidence-based research into attendance and attainment in an assessment year. Read the full report here: [The link between attendance and attainment in an assessment year](#). Research by the Department for Education shows just how closely attendance and attainment are linked.
  - At primary school, children who attend school nearly every day in Year 6 (95-100% attendance) are **30% more likely** to reach the expected standard in reading, writing and maths compared to similar pupils who attend 90-95% of the time.
  - The link is even stronger at secondary school. Year 11 pupils with near-perfect attendance **are almost twice as likely to achieve grade 5 in English and Maths** GCSE, compared to similar pupils attending 90-95% of the time. In other words, missing just 10 extra days a year reduces the likelihood of achieving these grades by around 50%.
1. We know that the attendance and attainment gaps between children with other vulnerabilities such as SEND and those eligible for FSM and those not, are more pronounced in Bristol than nationally, start early and grow as children progress through school. And when we consider deprivation and ethnicity together, we see that white children on free school meals make the worst progress – around a grade's less progress per subject from their starting point than the average child nationally in secondary school, while children of black and Asian heritage on FSM make better progress than the national average for all children (positive 'Progress 8'). That is why we have said that our collective challenge and the central priority must be to break the link between deprivation and low educational attainment, and working together to improve school attendance is a significant factor within this.

2. **The ask...** make sure that pupil level attendance data features in your pupil level action plans and make sure that attendance objectives are factored into plans such as EHCP annual reviews, Child Protection & Child In Need Plans.

## Transitions



The City wide transition day is **Wednesday 2nd July 2025**.

Please make sure that you:

- Identify and work with parents and families that need extra support with the application process
- Identify pupils that would benefit from 'enhanced' transition support
- Have robust processes in place to share pupil level attendance data with the receiving school

### **Bristol Future transition project needs you...**

Are you a practitioner who is interested in getting involved and working in collaboration to collate a City wide set of transition documents?

If so, we'd love to hear from you, to share your views and resources on this important topic.

Please complete this link: <https://forms.office.com/e/inrgFErJPG>

We are working quickly to collate the current good work in this area across the City in order that we can share with colleagues, settings and families. For more information please email Clare Greene, Lead for School Improvement - [Clare.Green@bristol.gov.uk](mailto:Clare.Green@bristol.gov.uk)

**Bristol Future transition project-  
views and resources to collate current city-wide work**





## Absence Code - Study Leave - Code S



*As exam season is underway, here is a timely reminder about the use of Code S for study leave.*

- Code S: Leave of absence for the purpose of studying for a public examination

- Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), **for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with** (or the pupil if they will be over compulsory school age by the time of the absence).
- Study leave **should not be granted by default** once tuition of the exam syllabus is complete and **should be used sparingly**. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.
- Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.
- This code is classified for statistical purposes as authorised absence.

## Key dates and training



### Attendance CPD for Bristol Schools

Please see below for the Education Welfare Service CPD Courses for Schools Academic Year 2024/25.

**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 Zoom

Booking via Trading with Schools: Trading with Schools Helpline 0117 922 2444 Email: [tradingwithschools@bristol.gov.uk](mailto:tradingwithschools@bristol.gov.uk)

The scheduling of the attendance training offer for academic year 2025/26 is underway. The aim will be to have the offer live from June/July 2025 so that schools and settings can start planning ahead.

## Been and gone...



Don't worry, in case you missed it, we recorded one of each of these sessions, the recordings are available to watch from the BCC attendance toolkit.

### **September Attendance Briefings (free)**

Our September attendance briefings took place on:

- Wednesday 4th September 2024 11-12noon
- Thursday 5th September 2024 2-3pm

### **School Attendance Network Meetings (free)**

An opportunity for School Attendance Leads to keep updated on current attendance legislation, national guidance, local guidance, local processes and good practice.

We record one of each of the sessions, recordings are available to watch on the attendance toolkit.



- **November 2024**
- Wednesday 13th 1-3pm
- Thursday 14th 10-12 noon
- **January/February 2025**
- Wednesday 29th 1-3pm
- Thursday 30th 10-12noon
- **May 2025**
- Wednesday 7th 1-3pm
- Thursday 8th 10-12noon

**CPD Sessions in bold still have dates running & availability**



### **Children Missing Education - Free**

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

- Wednesday 18th September 2024 12:30-15:00
- Wednesday 4th December 2024 12:30-15:00
- Wednesday 12th February 2025 12:30-15:00
- **Wednesday 18th June 2025 10:00-12:30**

### **Attendance Casework – Chargeable £75**

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 9th October 2024 12:30-15:00
- Wednesday 5th March 2025 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 25th September 2024 10:00 - 12:00
- Wednesday 11th December 2024 10:00 – 12:00
- Wednesday 5th February 2025 10:00 – 12:00
- **Wednesday 11th June 2025 10:00-12:00**

### **Parental Responsibility Measures - Irregular Attendance Prosecutions – Chargeable £75**

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

- Wednesday 27th November 2024 12:30-15:00
- Wednesday 21st May 2025 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 20th November 2024 10:00-12:00
- Wednesday 12th March 2025 13:00-15:00
- **Wednesday 25th June 2025 10:00-12:00**

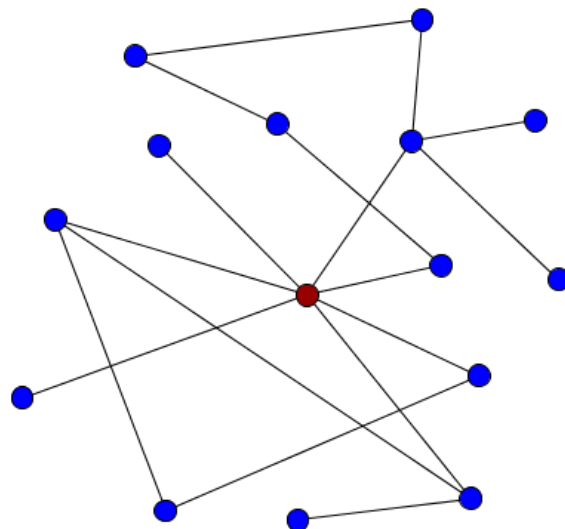
### **New Attendance Officers Introduction to Attendance Course – Chargeable £50 (includes for both sessions)**

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 2024 – Friday 20th and 27th September 10-12 noon
- January 2025 – Friday 10th and 17th January 10-12 noon
- May 2025 – Friday 2nd and 9th May 10-12 noon

Please note – you are advised to attend both sessions in the series

### **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 2024/25. 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.”*

The next meeting will take place virtually on **Tuesday 13th May 3:30-5pm**. 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.

## 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



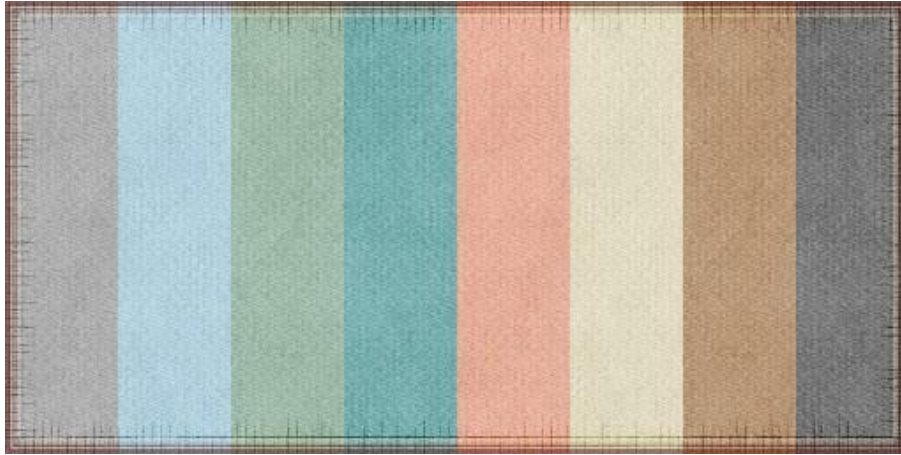
The Attendance Toolkit has been developed to provide schools and educational settings with a single online location to receive up to date attendance information, tools and templates.

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.

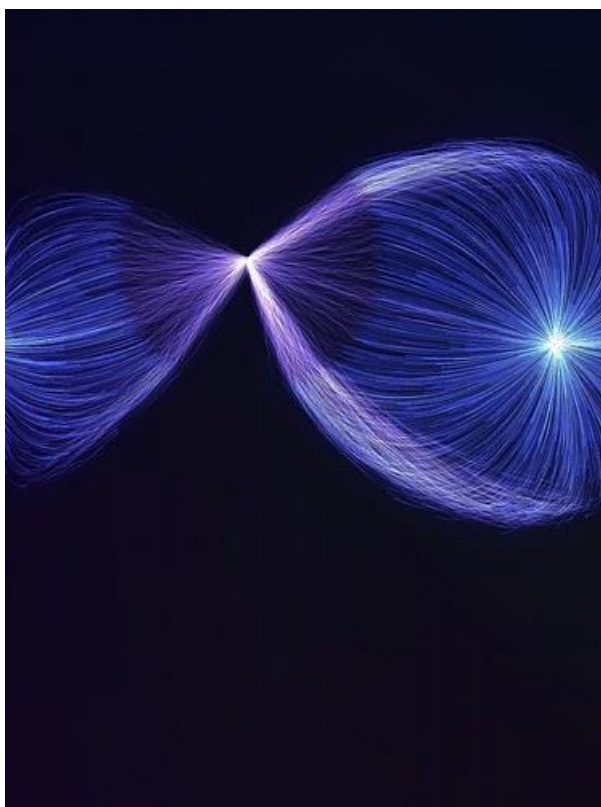
**It is also essential practice for your school's attendance senior leader to participate with your school's TSM on a consistent basis.**

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](mailto:education.welfare@bristol.gov.uk)

For further information about TSMs please watch the DfE TSM webinar 2024: <https://youtu.be/ERNHbDZiHs4?list=PLXjcCX3hH9LXqKNI35VTWirdJnziO3s2b>

## TSMs



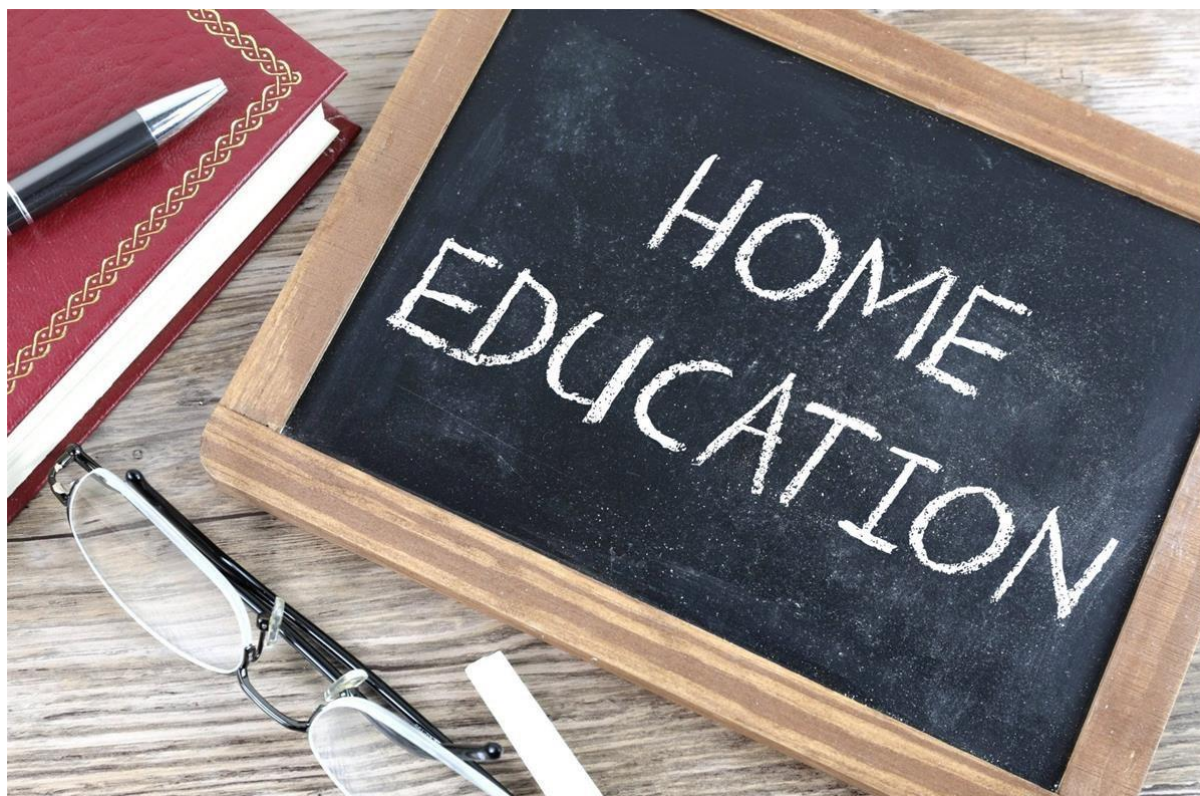
- *Empowering schools to meet the expectations of WTTISA 2024.*
- *Impactful meetings, ensuring partnership work remains strong and effective.*



### **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](mailto:ehe@bristol.gov.uk) about any/all EHE requests

## 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](mailto: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](mailto: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](mailto: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](https://youtu.be/KZOonios_Bc?list=PLXjcCX3hH9LXqKNI35VTWirdJnziO3s2b)

## Attendance Data

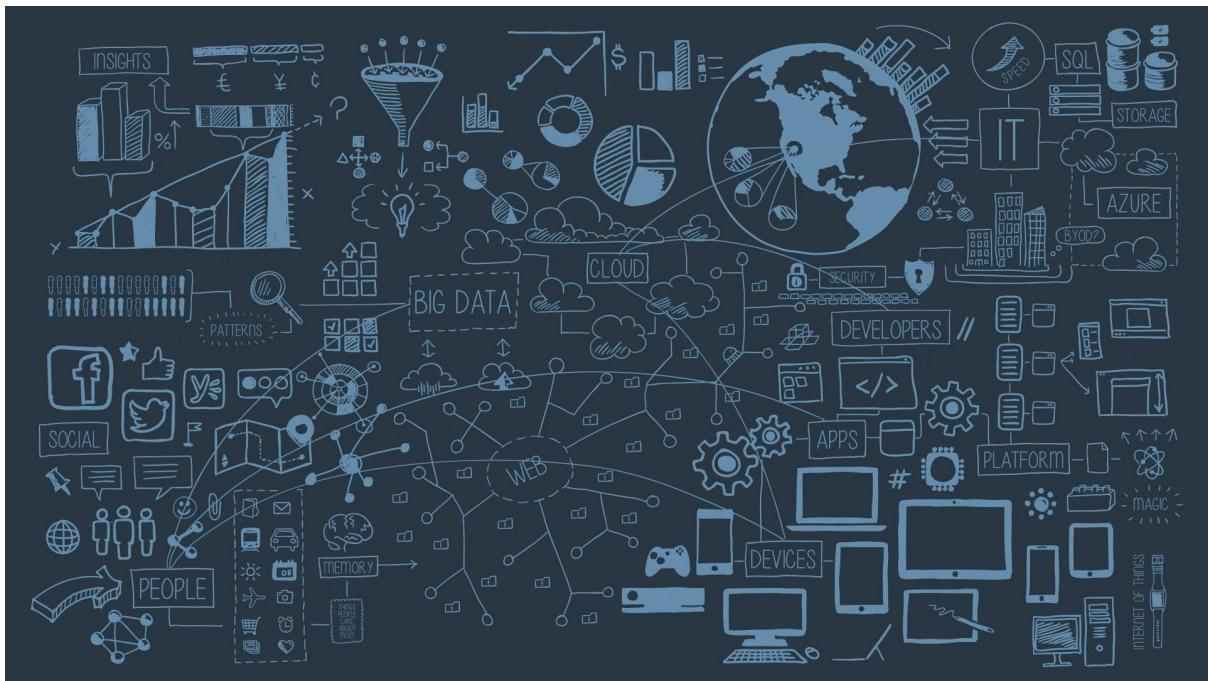


## National Attendance Data

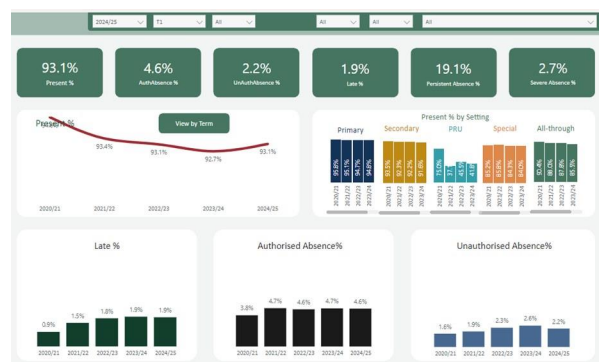


- Academic year 2023/24 Parental responsibility measures data (national, regional and LA level) can be accessed here: <https://explore-education-statistics.service.gov.uk/find-statistics/parental-responsibility-measures>
- Academic year 2023/24 Pupil absence in schools in England data (national, regional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

## Local Attendance Data



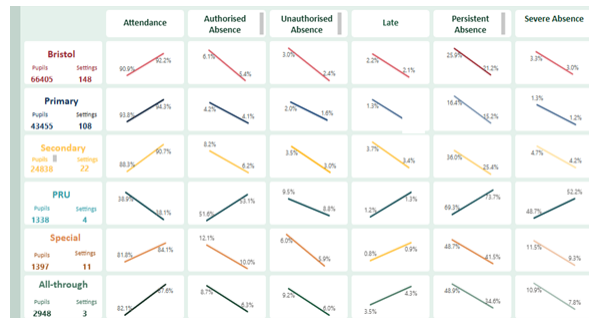
Please note that this data comes directly into the local authority from school MIS and includes schools who share their attendance data with the local authority.



1 - Term 1 24/25 Data



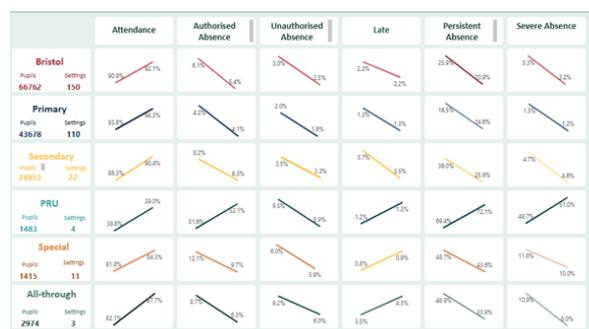
2 - Term 2 24/25 (up to 6th Dec 2024) – academic year to date set against last academic year



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



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



5 - Term 5 24/25 (up to 16th May 2025) - academic year to date set against 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>
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](mailto: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](mailto:education.welfare@bristol.gov.uk) and a Duty Education Welfare Officer will be available to assist you.