



# **School Attendance Network Meeting 14<sup>th</sup> July 2023**

**John Leese**

Education Safeguarding Service Manager

**Education Safeguarding Team | Attendance, Licensing, & Prosecution  
Service**



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# Booking onto Training and future dates

<u>Date</u>	<u>Venue</u>	<u>Time</u>	<u>School Phase</u>
Friday 10 <sup>th</sup> November 2023	Margaret McMillan Tower OR Online	10:00am – 1pm	All Schools
Friday 15 <sup>th</sup> March 2024	Margaret McMillan Tower OR Online	10:30am – 1.30pm	All
Friday 21 <sup>st</sup> June 2024	Margaret McMillan Tower OR Online	10:30am – 1.30pm	All





# Programme

Welcome / housekeeping / Introductions  
John Leese – Education Safeguarding Service Manager

10:30

Attendance Support Team – September 2023 Roll Out  
John Leese

10:40

Break

11:25

Penalty Notice Request System and Legal Intervention Updates  
Lindsey Fallon – Prosecution Team Manager

11:40

Bradford City-Wide Attendance Charter - Networking Session

12:10

Questions

13:10



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# Bradford Schools Online (BSO)



Bradford Schools Online

+ Education Partnerships Team

- Education Safeguarding

+ Attendance

+ Child Licensing

+ Education Access

Elective Home Education

+ Educational Psychology

+ Emergencies

- Attendance

Attendance Resources and Network Information

Attendance Traded Offer

Education Safeguarding - Attendance services

Modified / Part-Time Timetables

Penalty Notices

Pupil Registration

Staged Intervention Approach to Poor Attendance

<https://bso.bradford.gov.uk/section/education-safeguarding/attendance/53>



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# **Multi-Agency Attendance Conference – 27<sup>th</sup> April 2023**

- Thank you to everyone who attended
- Almost 300 people from a wide range of services, including schools, attended.
- Feedback has been overwhelmingly positive (apart from the room temperature!)
- We will be using all that we have learned to help inform our next steps.
- We also plan to create a dedicated conference webpage and to make speaker videos available, they could be used at CPD events?





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# DfE Attendance Dashboard

- Published every fortnight available here:  
<https://department-for-education.shinyapps.io/pupil-attendance-in-schools/> .
- I have provided Bradford and England data for Primary and Secondary for comparison in the next 4 slides.
- Roughly Primary Attendance is 1% below the national average, and secondary is 2.2% below the national average.
- Primary Persistent Absence is 5.5% above the national average, and secondary is 6.8% below the national average.





## Headline figures for the year to date: primary state-funded school attendance at local authority level (Yorkshire and The Humber, Bradford)

For this breakdown, in the latest week there were 86% of schools opted-in, though this has varied throughout the year-to-date.

Data was last updated on 2023-07-13 and is next expected to be updated on 2023-07-27. The most recent full week of data was the week commencing 2023-06-26.

Data for earlier weeks has not been included in the dashboard due to the impact of different start dates, inset days and phased returns. National level data covering the week commencing 5th September is available on [Explore Education Statistics](#). Data at National and Regional level for the week commencing 19th December has not been included as very few Local Authorities have schools open during this week. Where Local Authorities were open during the week commencing 19th December, this data has been shown at Local Authority level.

**No figures for the day of national teacher strikes have been provided in the dashboard and underlying data. No figures for the day of regional teacher strikes have been provided in the dashboard and underlying data for regions affected or at a national level, however figures are still available for regions not expected to be affected. Further information on attendance during these days is available at the link below:**

[Pupil attendance in schools](#)

### Attendance and absence across year to date

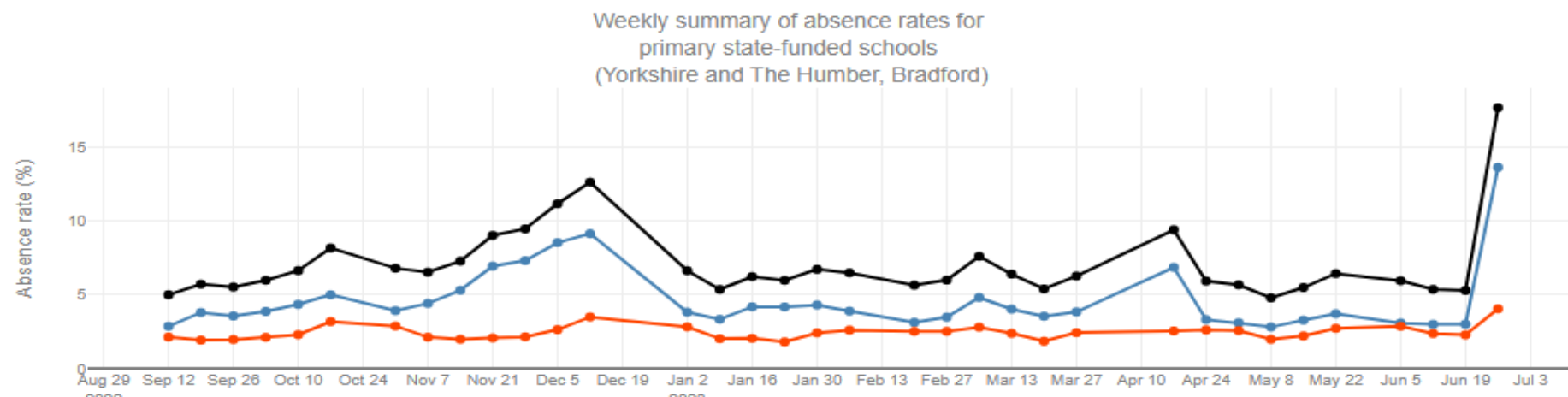
- 93% of sessions were recorded as attending in Bradford (compared to 93.9% of sessions in Yorkshire and The Humber)
- 7% of sessions were recorded as absence in Bradford (compared to 6.1% of sessions in Yorkshire and The Humber)
- 3.6% of sessions were recorded as illness in Bradford (compared to 3.3% of sessions in Yorkshire and The Humber)

### Persistent absence across year to date

A pupil enrolment is identified as persistently absent if they have missed 10% or more of their possible sessions in the year to date.

- 22.7% of pupils were recorded as persistently absent in Bradford (compared to 17.8% of pupils in Yorkshire and The Humber)

Overall, authorised and unauthorised absence rates across the year to date





## Headline figures for the year to date: primary state-funded school attendance at national level

For this breakdown, in the latest week there were 85% of schools opted-in, though this has varied throughout the year-to-date.

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### Attendance and absence across year to date

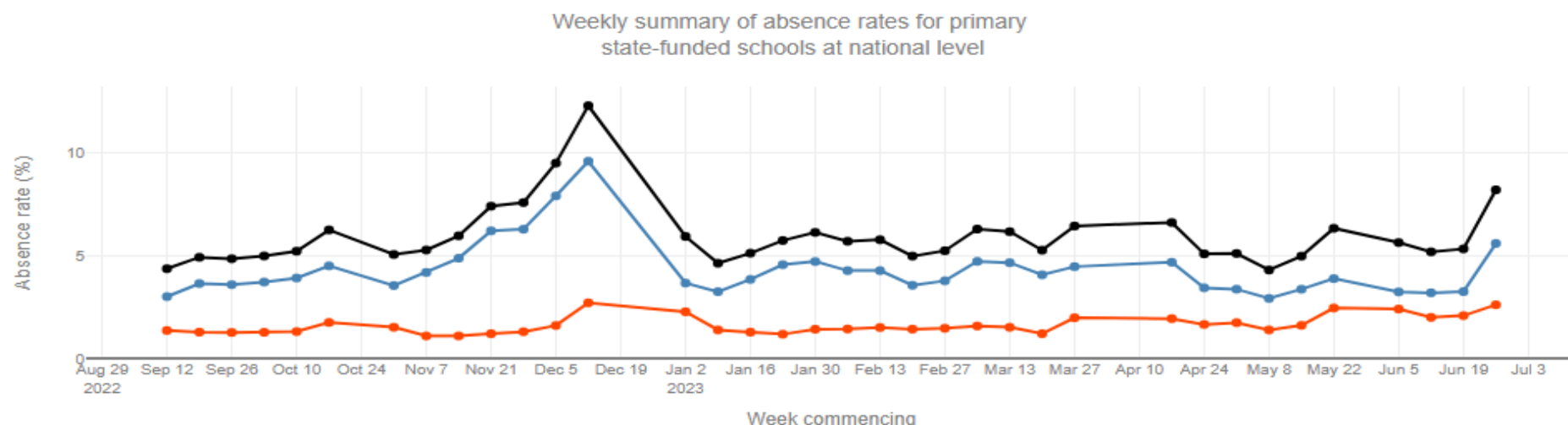
- 94% of sessions were recorded as attending
- 6% of sessions were recorded as absence
- 3.5% of sessions were recorded as illness

### Persistent absence across year to date

A pupil enrolment is identified as persistently absent if they have missed 10% or more of their possible sessions in the year to date.

- 17.2% of pupils were recorded as persistently absent

Overall, authorised and unauthorised absence rates across the year to date



## Headline figures for the year to date: secondary state-funded school attendance at local authority level (Yorkshire and The Humber, Bradford)

For this breakdown, in the latest week there were 84% of schools opted-in, though this has varied throughout the year-to-date.

Data was last updated on 2023-07-13 and is next expected to be updated on 2023-07-27. The most recent full week of data was the week commencing 2023-06-26. Data for earlier weeks has not been included in the dashboard due to the impact of different start dates, inset days and phased returns. National level data covering the week commencing 5th September is available on [Explore Education Statistics](#). Data at National and Regional level for the week commencing 19th December has not been included as very few Local Authorities have schools open during this week. Where Local Authorities were open during the week commencing 19th December, this data has been shown at Local Authority level.

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### Attendance and absence across year to date

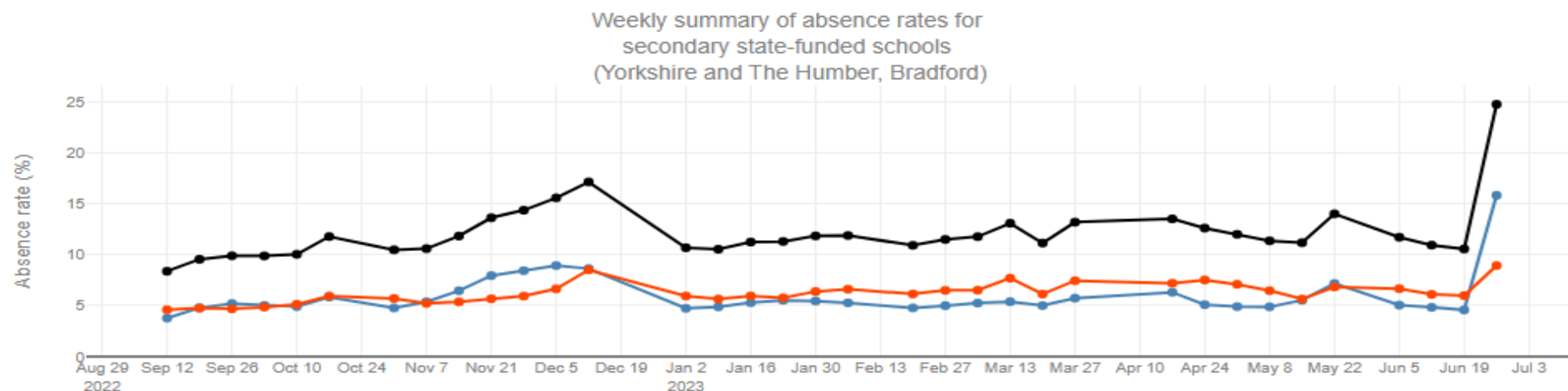
- 88% of sessions were recorded as attending in Bradford (compared to 90.2% of sessions in Yorkshire and The Humber)
- 12% of sessions were recorded as absence in Bradford (compared to 9.8% of sessions in Yorkshire and The Humber)
- 3.9% of sessions were recorded as illness in Bradford (compared to 3.7% of sessions in Yorkshire and The Humber)

### Persistent absence across year to date

A pupil enrolment is identified as persistently absent if they have missed 10% or more of their possible sessions in the year to date.

- 35.4% of pupils were recorded as persistently absent in Bradford (compared to 28.6% of pupils in Yorkshire and The Humber)

Overall, authorised and unauthorised absence rates across the year to date



## Headline figures for the year to date: secondary state-funded school attendance at national level

For this breakdown, in the latest week there were 76% of schools opted-in, though this has varied throughout the year-to-date.

Data was last updated on 2023-07-13 and is next expected to be updated on 2023-07-27. The most recent full week of data was the week commencing 2023-06-26. Data for earlier weeks has not been included in the dashboard due to the impact of different start dates, inset days and phased returns. National level data covering the week commencing 5th September is available on [Explore Education Statistics](#). Data at National and Regional level for the week commencing 19th December has not been included as very few Local Authorities have schools open during this week. Where Local Authorities were open during the week commencing 19th December, this data has been shown at Local Authority level.

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### Attendance and absence across year to date

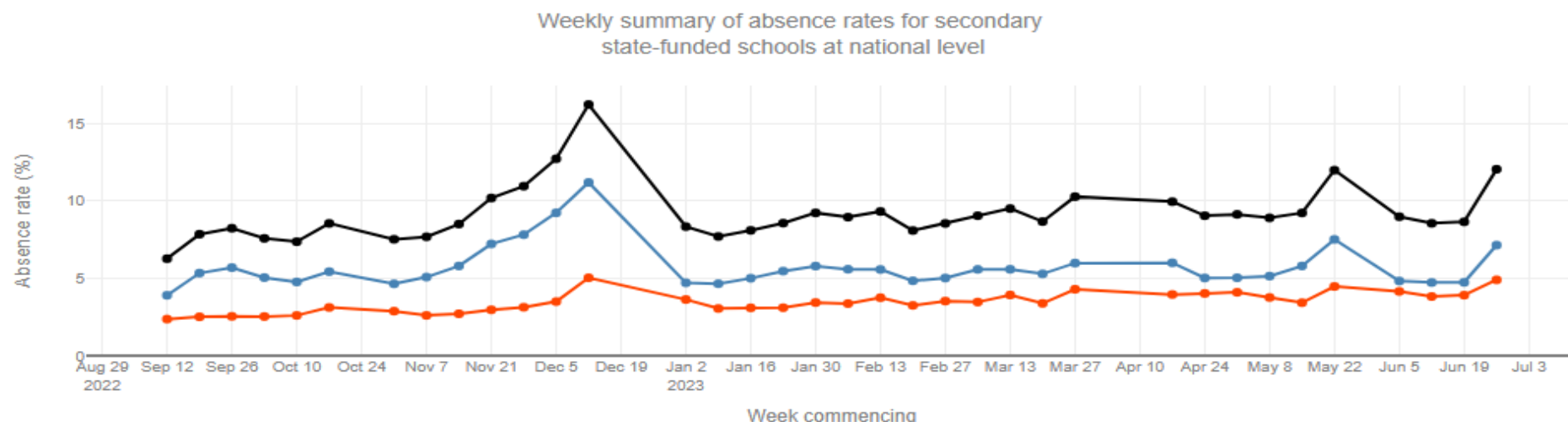
- 90.8% of sessions were recorded as attending
- 9.2% of sessions were recorded as absence
- 4.2% of sessions were recorded as illness

### Persistent absence across year to date

A pupil enrolment is identified as persistently absent if they have missed 10% or more of their possible sessions in the year to date.

- 27.6% of pupils were recorded as persistently absent

Overall, authorised and unauthorised absence rates across the year to date





# Latest Attendance Data

Attendance Rate	2021-22 (Census)	Autumn 2022 (Census)	2022-23 (as of 16 <sup>th</sup> June)*
Primary	93.1% 142 <sup>nd</sup> out of 151	92.6% 148 <sup>th</sup> out of 151	93.21% 147 <sup>th</sup> out of 151
Secondary	88.4% 150 <sup>th</sup> out of 151	88.6% 150 <sup>th</sup> out of 151	88.2% 150 <sup>th</sup> out of 151
Special	84% 136 <sup>th</sup> out of 149	83.9% 138 <sup>th</sup> out of 149	84.46% 122 <sup>nd</sup> out of 139

\*Taken from DfE Live Attendance Dashboard – Data is unvalidated and represents around 83% of schools



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# **Bradford - Working Together to Improve School Attendance The Attendance Support Team**

**John Leese**

Education Safeguarding Service Manager

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## **November 2021...**

- A Prosecution Team responding primarily to penalty notice requests for leave during term time.
- A Persistent Absence Team (4+1) funded by Covid Recovery – 25k plus Persistently Absent Children
- A Traded Attendance Improvement Team (3)
- One Attendance Team Manager





# Since November 2021

- Specialised Education Safeguarding Service Manager Appointed
- DfE Attendance Advisor Allocated as part of Cohort One
- Working Together to Improve School Attendance Published
- Attendance prioritised by Council Leaders (Officers and Members)...
- And by other agencies (NHS, Voluntary) via Multi-Agency School Attendance Group and DfE Education Priority Investment Area Focus
- Attendance Support Team Created



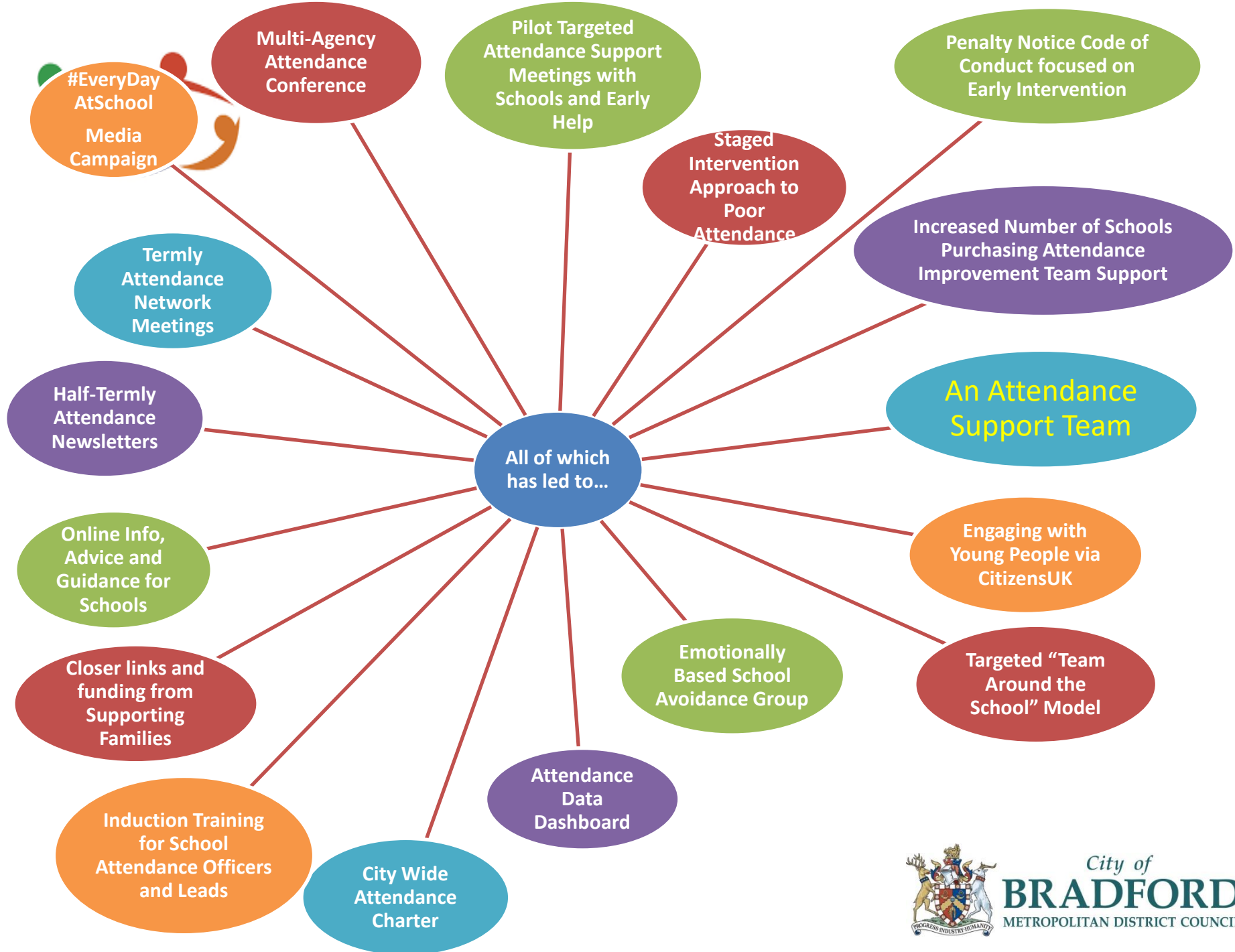




# Emotionally Based School Avoidance

- EBSA Lead Appointed - Victoria Morris (Education Psychology)
- Devise and Deliver District wide EBSA strategy (based on existing models from elsewhere) (September - October 2023)
- Establish district EBSA team (EP / Teacher / Assistant EP / MH Professional) (October - December 2023)
- Deliver services for EBSA YP (January 2024)
- Evaluate impact of project (June 2024)







# **Attendance Support Team: September 2023**

- Team will consist of 12 Attendance Improvement Officers, managed by 2 Senior Attendance Improvement Officers
- Teams will be aligned to the existing family hub localities (East, West, South, Keighley and Shipley)
- Focus will be on:
  1. Delivering the expectations set out in Working Together to Improve School Attendance
  2. Working with the Family Hubs and Early Help Coordinators to ensure families receive the 'right support at the right time'.





# **Attendance Improvement Officer Responsibilities:**

1. Named point of contact for an allocated number of schools
2. Answer queries from allocated school-based staff re: Statutory Duties
3. Meet at least termly with each allocated school and discuss a) children identified by school and b) children identified by LA.
4. Signpost schools to relevant services and voluntary sector partners
5. Work with the school and other professionals to ensure that a whole family Early Help Assessment is completed and registered with the Local Authority, for severely absent pupils (where there are out of school barriers) and for persistently absent pupils (where necessary)
6. Work with the school and other professionals and the family to create a whole family plan which addresses family's needs in a specific, measurable and realistic way.
7. Agree any legal action to be taken forward – PNs/Court etc
8. Provide access to existing support systems where appropriate – including early help, social care, SEND etc – Specifically PbR Stronger Families activity, EBSA etc





# Attendance Improvement Officer Responsibilities:

9. Advise the family's lead practitioner on any attendance elements of the family's plan
10. Offer direct support to up to 20 severely absent children without any service involvement for a maximum of 12 weeks, focused on completing Early Help Assessments and putting in place actions to resolve educational issues whilst facilitating support from other professionals.
11. As part of this direct support, act as the lead professional in the single-family plan where the LA Attendance Support Team is the most appropriate to do so, including arranging and chairing regular Team Around the Family Review meetings - to ensure the outcomes for the whole family plan is being achieved.
12. Facilitate the relevant support in place for every member of the household if needed with an emphasis on people receiving the 'right support at the right time'.
13. Work closely with the Early Help Coordinators, Hub Managers and Family Support teams and attend locality-based hubs for team meetings and training,
14. Undertake investigations into poor attendance offences in liaison with the Prosecution Team.
15. Promoting Child Employment and Entertainment when visiting schools. Assemblies with Year 8 around law and legislation.





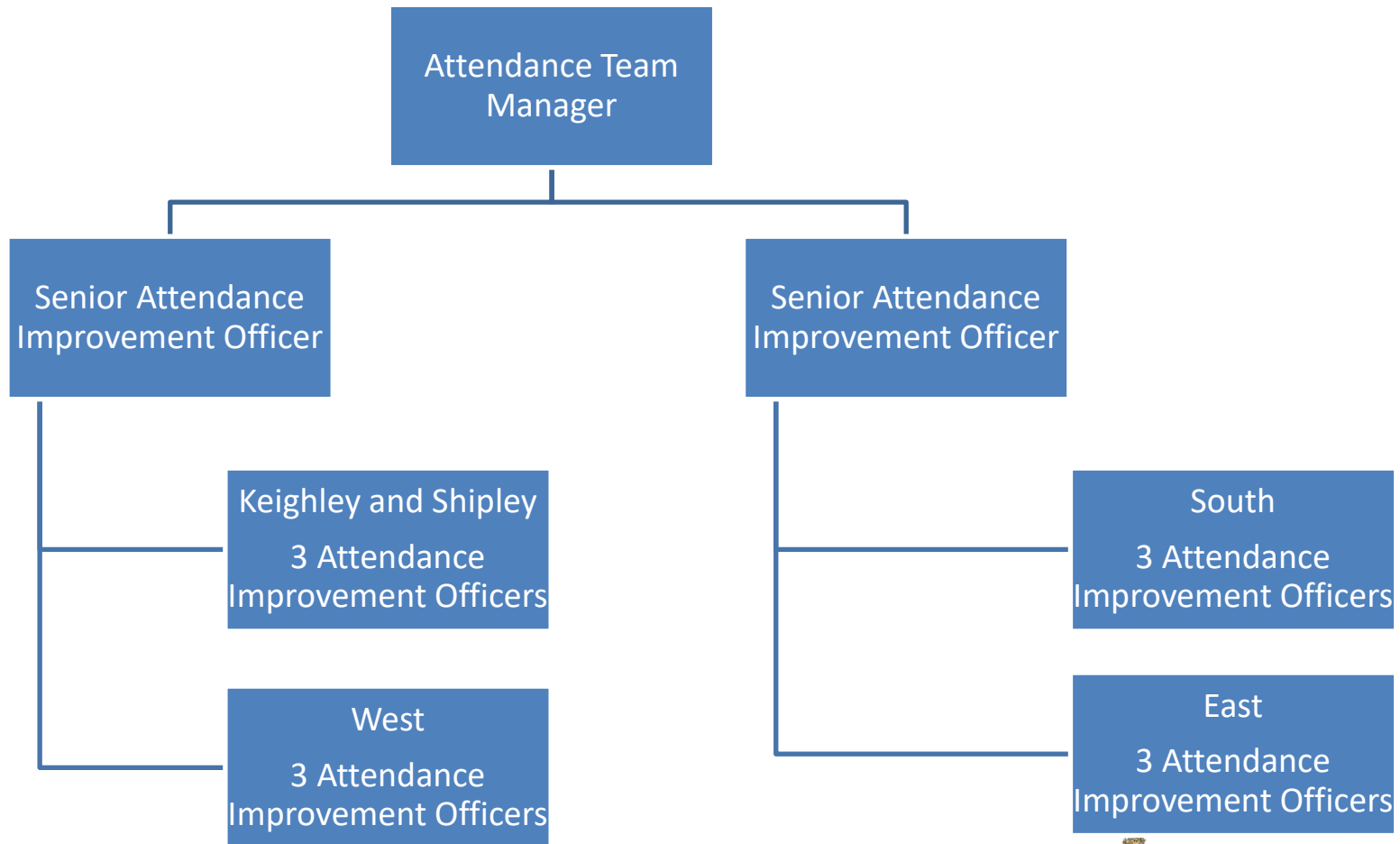
# Senior Attendance Improvement Officer Responsibilities

1. Same as the Attendance Improvement Officers for a small number of challenging schools i.e. PRUs / APs / Specials
2. Supervise/Lead AIOs across 2 locality areas – East/K&S or West/South
3. Represent the service at relevant locality level meetings
4. Contribute to wider service management team
5. Monitor numbers of severely absent pupils within their localities.
6. Monitor numbers of children who have been absent continuously for one term or more
7. Managing Duty system within their locality areas.
8. Work closely with the Early Help coordinators, Hub Managers and Family Support teams and attend locality-based hubs for team meetings and training.





# Attendance Support Team Structure







## To do list...

- 5 New Attendance Improvement Officers starting on 4<sup>th</sup> September
- Allocate Attendance Improvement Officers to localities / schools
- Complete Attendance Improvement Officer Induction / Training – Learning from pilots
- Update Bradford Schools Online with dedicated Attendance Support Team page
- Roll out Termly Attendance Support Meetings – aiming to start after October Half Term.



**Core offer to be provided free of charge to all schools in the area**

<p><b>Communication and advice:</b> regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.</p>	<p>Including:</p> <ul style="list-style-type: none"> <li>- Guidance on how partners will work together</li> <li>- Named point of contact for each school</li> <li>- Answering queries from school based staff</li> <li>- Bringing schools together to share best practice</li> </ul>
<p><b>Targeting Support Meetings:</b> hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.</p>	<p>Including:</p> <ul style="list-style-type: none"> <li>- Meeting at least termly with each school in the local authority area (either through an existing meeting such as a team around the school, or as a standalone attendance led meeting)</li> <li>- Signposting schools to relevant services and voluntary sector partners</li> <li>- Agreeing joint action plans for severely absent pupils (where there are out of school barriers)</li> <li>- Agreeing joint actions for persistently absent pupils (where necessary)</li> <li>- Agreeing any legal action to be taken forward</li> <li>-</li> </ul>
<p><b>Multi-disciplinary support for families:</b> provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.</p>	<p>Including:</p> <ul style="list-style-type: none"> <li>- Providing access to existing support systems where appropriate – including early help, social care, SEND etc</li> <li>- Advising the family's lead practitioner on any attendance elements of the family's plan</li> <li>- Acting as lead professional in the single family plan where an LA team is the most appropriate to do so (e.g. a housing issue)</li> </ul>
<p><b>Legal intervention:</b> take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.</p>	<p>Including:</p> <ul style="list-style-type: none"> <li>- Parenting contracts</li> <li>- Education Supervision Orders</li> <li>- Building attendance into child in need or child protection plans where relevant</li> <li>- Issuing fixed penalty notices</li> <li>- Parenting Orders</li> <li>- Taking forward attendance prosecutions</li> </ul>

# The Attendance Support Team does not replace our Traded Attendance Improvement Team!



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**Examples of areas of practice that local authorities could continue to trade above and beyond the core offer**

<p><b>School processes:</b> acting on behalf of the school to fulfil their day to day expectations as set out in section 1 of <i>Working together to improve attendance</i>.</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>- First day calling</li> <li>- Home visits, calls and/or sending out letters from the school</li> <li>- Late gates</li> <li>- Parent drop ins or attendance services</li> <li>- Providing advice and support on attendance at parents' evenings</li> <li>- Running attendance reward and recognition systems</li> <li>- Attendance assemblies</li> <li>- Analysing the school's data</li> </ul>
<p><b>Casework on behalf of the school:</b> delivering the attendance work with individual pupils and families that is expected of the school (rather than of the local authority and other partners as defined in section 4).</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>- Contacting families and understanding what the barriers to attendance are</li> <li>- Setting up and leading attendance meetings with families</li> <li>- Developing in school reasonable adjustments and initial attendance action plans</li> <li>- Completion of referrals to other services, including early help assessments</li> </ul>
<p><b>Training:</b> one off or ongoing training delivered to school staff on attendance.</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>- Training for school based staff on attendance law, casework or application of guidance</li> <li>- Training for governors on their responsibilities</li> <li>- Training on how to analyse data and make use of attendance data in day to day practices</li> <li>- Professional supervision of attendance staff employed by the school or trust</li> </ul>
<p><b>Audits and attendance management support:</b> ad hoc work with schools to support development of new systems, policies and processes</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>- Intensive work with a school to develop a whole school strategy</li> <li>- Help developing an attendance policy</li> <li>- Policy reviews</li> <li>- Support with developing day to day processes</li> <li>- Register audits</li> </ul>

# The Attendance Support Team does not replace our Traded Attendance Improvement Team!



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## **From September 2023**

- Attendance Support Team
- Attendance Improvement Team
- Prosecution Team
- Children in Employment and Entertainment Licensing Team.





# New Year 7 Pupils – September 2023

1. **All Year 7 children who arrive at their allocated secondary school in September should be admitted onto the Admissions and Attendance Rolls automatically.**
2. **All Year 7 children who fail to arrive, but whose parents have informed the school that they wish to accept the offer of a place should be placed on roll automatically** – poor attendance procedures should then be followed, and their non-attendance escalated via the Staged Intervention Approach to Poor Attendance if necessary.
3. **Year 7 children who do not arrive at their allocated secondary school, AND have not notified the school that they wish to accept a place, should not be placed on roll until either...**
  - a) The school conducts reasonable enquiries (such as home visits, contacting previous school, family members, emergency contacts etc) and the **child finally arrives at the school and can then be placed on the school roll from the first date of attendance** OR
  - b) The school conducts reasonable enquiries, and the school ascertains that the **family are refusing to send their child to the allocated school**, in which case the LA Prosecution Team must be informed via [attlegal@bradford.gov.uk](mailto:attlegal@bradford.gov.uk), and a **place must be held by the school for the child** whilst enquiries are ongoing and a School Attendance Order considered, OR
  - c) The school conducts reasonable enquiries, and the **family cannot be found, at which point a CME Referral is made**. The CME team will undertake their enquiries and **once the school and LA can agree that joint reasonable enquiries have failed to ascertain where the pupil is, it will be agreed that the place is no longer needed.**





# New Year 7 Pupils – September 2023

Guidance on Reasonable Checks and how to make a CME Referral can found on Bradford Schools Online here: <https://bso.bradford.gov.uk/content/education-safeguarding/education-access/children-missing-education> . Reasonable checks should be completed within 10 days of the child failing to arrive at the school, in line with the CME guidance. **Referrals will be returned if a school has failed to complete the necessary reasonable checks.**

**Schools are primarily responsible for notifying the council** of any children who fail to arrive and completing reasonable checks. A failure to do this may result in a child being placed at risk of significant risk of harm and is a failure of a school's duties to safeguard children.

**This guidance applies to the Primary to Secondary Transition group for September 2023 only** and does not apply to any other transition group or to in-year transfers. If you have any further questions about this guidance, please contact the Education Safeguarding Team – [CME@bradford.gov.uk](mailto:CME@bradford.gov.uk)

This reflects DfE Guidance on the enrolling of children within **Working Together to Improve School Attendance**



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# City-Wide Attendance Charter Discussions

There are currently several ongoing discussions around the creation of a City-Wide Attendance Charter for Bradford. The aim of the charter is to create a uniform set of expectations to help ensure children can achieve excellent attendance, and to help support families to remove barriers to achieving this. We have so far drafted two charters, one for schools and one for professionals. These will be attached to the chat.

You'll shortly be placed into groups at random by TEAMS. We would ask you to spend 45 minutes discussing and agreeing on the draft charters as well as considering a set of expectations that should be included for Parents and Children. You can provide feedback via the following links:

- 1) Schools - <https://app.sli.do/event/9ENVeDDm6JNe4nRYJfz4Rs>
  - 2) Professionals - <https://app.sli.do/event/rrrGU2pGtH1C1gbqZ1HCUh>
  - 3) Parents - <https://app.sli.do/event/rn8fQPPbj2VuLuWpUpwv9x>
  - 4) Children - <https://app.sli.do/event/q7jsciM5UUr7ufMKwFaF1L>
- The links above will take you to a Slido “poll” which you can use to add the expectations you have discussed and agreed within your group. The polls will remain open until Friday 21<sup>st</sup> July, so please feel free to take these discussions back to your schools and continue submitting your ideas.
  - If you have any questions, please feel free to ask or email us – [attendance@bradford.gov.uk](mailto:attendance@bradford.gov.uk)

