

**JOB DESCRIPTION**

Post Title: **Attendance Officer**

Reporting to: **Office Manager**

PURPOSE OF ROLE

To ensure high levels of attendance and punctuality of pupils within the school.

To work in partnership with staff to ensure shared practices to co-ordinate family support and interventions.

To work with specific families to support attendance improvement.

To be a Deputy Designated Safeguarding Lead

MAIN DUTIES AND RESPONSIBILITIES**General**

Be responsible for the administration of all attendance matters including:

- Daily updating and monitoring of pupil attendance and lateness records ensuring accuracy and compliance with legal requirements
- Investigating and following up on student absences, including contacting parent/carers
- Checking on late pupils
- Ensuring all unexplained absences are accounted for
- Liaise with the Safeguarding Lead/DSL/Inclusion Team regarding any absence concerns
- Report any Children Missing Out in Education and follow due processes
- Checking the accuracy and correct coding of registers
- Provide regular attendance reports to senior leadership and other relevant staff
- Identifying individual and/or groups of pupils that require additional support to improve their levels of attendance and punctuality
- Supporting pupils and families in overcoming barriers to good attendance
- Liaising with external agencies e.g. local authorities and social services where necessary
- Implementing and managing interventions to improve attendance for pupils who may be at risk of persistent absence
- Organising and participating in attendance-related meetings with parent/carers, pupils, and staff
- Making home visits to pupils and parents/carers as appropriate
- Initiating and following through appropriate sanctions in liaison with the Education Social Worker, other relevant colleagues and other professionals including fines and court action
- In liaison with relevant colleagues/school management, attend follow up meetings and other relevant meetings with parent/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality
- Establishing and maintain good relationships with all pupils, parents/carers, colleagues and other professionals

- Providing accurate and timely attendance and lateness reports to relevant colleagues and professionals
- Supporting new pupils and providing transition information for pupils leaving the school
- Supporting and checking on pupils who are out of school for any reason, for example, suspension or attending alternative provision
- Working closely with the Inclusion Team and SLT to implement and promote attendance policies
- To liaise with other staff, contractors and outside agencies/organisations as appropriate
- Completing accurate statistical returns regarding pupil attendance and punctuality as required by the school, local authority and DfE
- Utilising relevant ICT packages to assist in this task including Microsoft Word, Excel, and the Schools Information Management System, Arbor

Other Duties

At an appropriate level, according to the job role, grade and training received, all employees in the School are expected to:

- Support the aims, values, mission and ethos of the School
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our school and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our school and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- Comply with all decisions, policies and standing orders of the school and relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the requirements of Keeping Children Safe in Education (KCSiE).

General Information for all Posts

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Senior Leadership Team.

Signed

Dated