

JOB DESCRIPTION

JOB TITLE **Attendance Officer**

REPORTS TO: **Deputy Headteacher**

DEPARTMENT: **Administration/Student Services**

SECTION: **Secondary**

PURPOSE OF JOB

Organise and supervise the operation and delivery of attendance processes for all students. Contribute to the planning, development and monitoring of attendance services to include support for students, as well as monitoring and evaluation of attendance and lateness, with the aim of improving attendance across the school.

PRINCIPAL ACCOUNTABILITIES

Organisation & Administration

- Take a lead role in planning, development, design, organisation and monitoring of attendance systems / procedures / policies
- Ensure that all attendance activities are carried out in accordance with these policies and procedures
- Manage the attendance team; hold regular meetings with managed staff;
- Take a lead role in the development and maintenance of manual and computerised records / management information systems
- Provide detailed analysis and evaluation of data and produce reports / information as required, including analysis of year on year whole school figures, year group comparison, key group and at an individual student level, to identify trends and target those who need intervention, report regularly to HOYs/EWO/Panel
- Provide organisational and complex advisory support to other staff in relation to attendance policies and procedures
- Manage complex administrative procedures relating to attendance (including liaising with parents, providing detailed analysis and evaluation of data, monitoring and reviewing new systems, and corresponding with home)
- Responsible for completion and submission of complex forms, returns etc., including those to outside agencies

- Develop constructive relationships, liaise closely with and share information with other agencies where appropriate.
- Follow formal processes using LA/School policies linked to issuing of FPN and represent the school legal processes where attendance has reached significant concern
- Line Managing attendance staff.
- Attend and contribute to regular meetings with the Deputy Headteacher, taking all updated data and providing analysis and evaluation as required.
- Manage the sending of unauthorised absence letters, and concern letters.

Resources

- Oversee and keep operating procedures under review to identify areas of potential development and / or improvement and develop improvements
- Manage and oversee home visits either at the request of the year team or those you are personally concerned about.
- Identify trends and patterns in data – e.g. prepare strategies for times of previous low attendance – plan for low weeks and target intervention appropriately.
- Examine key areas of SEND, PP, PA, PP+, EAL and compare to previous data, sharing across school creating a sense of ownership and at times competition.
- Responsible for the creation of weekly data with all attendance data within it for use in Monday tutor time with tutors.
- Take a lead role in the preparation and advertisement of Attendance Rewards and initiatives to praise students for good attendance and to encourage others to attend.
- Take a lead role in ensuring that registers are taken correctly.
- Take a lead role in Attendance & Progress meetings and run attendance meetings to engage with parents/carers.
- Attend and participate in relevant meetings as required, including Parents Evenings to discuss attendance with parents/carers

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Responsible for Health & Safety management in own area

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding.
- Carry out other duties that may reasonably be required by the Headteacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The post will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Headteacher or his representative.