

Attendance Officer – Job Description

The post holder will report to the DHT, however will be managed by a member of the Senior Support staff team. Your main role as Attendance Officer is to promote and provide an efficient attendance service for the school. The post holder is also expected to continuously contribute ideas to design an effective running of attendance to support the work of the safeguarding team.

PURPOSE OF THE JOB

- To contribute to raising achievement by improving school attendance.
- To provide a specialist service to assist the school in meeting its obligations and targets in relation to school attendance, especially persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make joint unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full-time education provision.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
- To identify possible safeguarding concerns and liaise with the safeguarding team

RANGE OF DUTIES

- To assist in delivering attendance support to pupils by monitoring and analysing attendance records.
- Promote good attendance inside and outside of school using a variety of methods.
- Work collaboratively to reduce the percentage of persistent absence (PA) and lateness at the school.
- To keep appropriate staff up to date with information.
- To attend and participate in regular meetings (Year Leaders and Case Reviews).
- To maintain productive working relationships with students, acting as a role model.
- Inform the Safeguarding & Family Support Lead of families who may need early help assessments to support with student attendance.
- Liaise with the SEND department to support attendance of students with complex needs.
- To provide feedback to staff, parents and students in relation to attendance.
- To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- To liaise with the DHT on updates for the 'Attendance Policy'.
- To make joint unsupervised contact with families in response to allocated referrals .e. home visits and/or meetings in school.
- To assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy etc.
- Work to effectively and proactively and resolve issues arising from attendance and in a timely manner continuously complete the attendance spreadsheet tracker and analyse data and patterns in relation to absence.
- To maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate.

- To work with the Transition Coordinator to identify and students with potential attendance issues.

SPECIFIC RESPONSIBILITIES

Daily:

- Record Parent/Carer absence calls on MIS and ensure that reason for absence and any other additional information is fully documented.
- Communicate on the first day of absence and make truancy calls.
- Record and file medical letters and provide updates as needed.
- Administration of MIS to ensure the register is completed and any adjustments are recorded accurately.
- Remind staff who have not completed their registers and refer any repeated non-completion to the Year Leader/Curriculum Leader and attached SLT.
- Manage distribution and collation of Holiday Absence Request Letters.

Weekly:

- Update attendance tracker with attendance figures from MIS.
- Generate the weekly Attendance Performance Indicator report every Friday by 4pm for the Headteacher and DHT, highlighting attendance trends and patterns and significant group data.
- Generate, daily, weekly and yearly attendance data using the attendance trackers and create year group comparisons from data.
- Generate previous academic year's attendance comparatives when required.
- Link with the Admissions Officer maintaining Student Mobility Data, adding and deleting students from roll as appropriate.
- Identify students for tutor interventions so tutors can challenge students and communicate through absence letters to parents/carers.
- Keep the tracker updated on a weekly basis with attendance notes.
- Send letters and arrange parental meetings for attendance concerns.
- Responsible for penalty notices and attendance legal progressions.

Termly/Half Termly:

- Provide KPI figures.
- Work collaboratively with THE DHT Lead on Attendance.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the School Improvement Plan priorities.
- Update Governors on attendance as and when required.