



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title:	Attendance Manager
Responsible to:	Deputy Headteacher
Pay:	PO1 27 – 30 £26,926 - £29,019 (actual salary)
Hours:	37 hours per week Monday – Thursday 7:30am – 3:30pm, Friday 7:30am – 3:00pm TTO + 5 days

Job Purpose:

Attendance is an essential aspect of a successful community and academic success. The role of the Attendance Manager is to assist in the promotion of outstanding attendance by working in partnership with all stakeholders and the wider community. If attendance is outstanding then students have improved life chances and will make more rapid progress academically and socially. The Attendance Manager will work directly with all stakeholders in a non-judgemental way, encouraging, challenging and supporting improvements in attendance at an individual, cohort and whole school level:

- To be the operational lead and manager for attendance and punctuality at Horsforth School.
- To contribute to raising achievement by improving whole school attendance years 7-13.
- To enable the school to meet its obligations and targets in relation to attendance, especially persistent absence.
- To promote positive attitudes with our students and families towards attending Horsforth school and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact and home visits to 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 lead on and initiate the appropriate legal action with the Local Authority, this will include preparing statements, attending and presenting evidence at court or requesting the issuing of penalty notice fines, parenting orders or other legal sanctions.

MAIN DUTIES AND RESPONSIBILITIES

Punctuality

- Daily meet and greet at front of school all students

- Operation of the daily late desk
- Liaise with parents regarding issues with punctuality
- Inform all relevant staff by daily email which students in have arrived late to school
- Support the detention structure to promote punctuality
- In the case of persistent lateness invite parent/carers to attend school to discuss and formulate a plan.

Attendance

- Work alongside and as part of the wider Attendance Team, Pastoral Team and Receptionists.
- Lead on SIMS, ensuring all daily registers are accurate with correct coding.
- By weekly meetings with year leads to discuss attendance issues within the year group. To advise the pastoral staff and year leads on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- To guide and hold account all year leads on aspects of attendance, producing data for each year group
- Examine each group cohort to target those who need intervention. Historic and current data should always be included in these discussions.
- Create plans to hold Internal Student Attendance Panels, letters to be sent out and room booking.
- Record all those who did and did not attend and send out letters accordingly. To consider holding evening Internal School Attendance Panels to facilitate those parents/carers with working commitments.
- Ensure that all interventions are logged appropriately.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school. Carry out regular home visits either at the request of the year team or those you are personally concerned about.
- Liaise closely with and share information with other agencies if appropriate.
- Undertake home visits to promote engage hard to reach families
- Send out half termly attendance letters highlighting the current attendance percentage weighed against the academy attendance thresholds.
- Highlight persistent absence concerns and the possible repercussions should there be no improvement.
- To be active in policy development
- To initiate appropriate legal action with the Local Authority Education and to carry all paperwork for this to ensure the school is carrying out its statutory responsibility in respect of students.
- To be part of the Child Protection Team. To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To acquire and maintain a working knowledge of the statutory framework as well as local procedures relating to school attendance, elective home education, children missing

education, child employment and child protection in order to be able to offer informed advice, lead on interventions or to liaise with the right teams.

Attendance Data

- To have oversight and management of whole school data and interventions in line with policy
- Create whole school data reports with close analysis. Including year on year whole school figures, year group comparison and at an individual student level or cohorts.
- Identify trends in order to prepare strategy at times of previous low attendance – plan for low weeks and target intervention appropriately.
- Prepare reports for a range of audiences on attendance and punctuality.
- Examine key areas of SEND, PP, PA and compare to previous data, sharing across school creating a sense of ownership and at times competition.
- Create a weekly data report with all attendance data within it for use in Monday tutor time.
- Create case studies for students where there has been significant improvement, this can be beneficial in terms of evaluating impact and giving praise/feedback to individual students/families.
- Take all updated data to bi -weekly meetings with Deputy Headteacher.

Personal Qualities:

- To have a good command of written and spoken English.
- To be confident and able to communicate with staff and pupils.
- To be a good team member and have the ability to work on own initiative.
- To be flexible.
- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the school Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout Horsforth School
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- Ability to be able to drive the school minibus.

NOTES:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.