**Job Description**

**Attendance Manager**

**Salary**: Scale 6, Points 18-22

**Hours:**  37 hours per week, Term time, plus 5 days only

 8.00am – 4.00pm (Monday–Thursday)

8.00am – 3.30pm (Friday)

*(30-minute unpaid break each day)*

**Contract type:** Permanent

**Post reports to**: SLT Line Manager

**Main Purpose of the Job**

The Attendance Manager will be responsible for promoting excellent levels of attendance and punctuality through the operational leadership of the school Attendance Team, alongside supporting the Associate Assistant Headteacher to lead the ambitious attendance improvement strategy at Stockport School – including the development and deployment of strategies to quickly address the attendance and punctuality concerns of students – including students within specific vulnerable groups, and reduce whole school persistent and serious absence levels. The Attendance Manager will also be responsible for raising the profile and importance of excellent attendance and punctuality in order to ensure students stay safe and improve student outcomes.

**Summary of Responsibilities and Personal Duties**

**Operational**

* Lead the operational activities of the attendance team, providing direction and support for staff, and deploying roles and responsibilities in line with need.
* Lead the daily provision of ‘response’ alongside team members, ensuring that all unexplained absences are accounted for, and that appropriate provision is put in place to ensure the prompt return of students where necessary.
* Participate in the weekly home visit schedule, ensuring the school meets its safeguarding duties and that we maintain contact with absent students, challenging absence reasons where necessary.
* Operate SIMS to accurately monitor daily, weekly, and termly attendance data – preparing returns for SLT as required.
* Lead the Stockport School escalation system for attendance – providing intervention in line with the staged intervention system.
* Liaise with the DSL/Safeguarding Lead and Heads of Year to ensure that the absence of vulnerable students is noted in a timely manner, and that statutory returns are made to social care promptly.
* Lead the daily communication with off-site provisions and partner schools for all students currently receiving off-site direction, ensuring that timely and accurate records are kept.
* Act as the lead professional for all severely absent students, including arranging provision where appropriate via the school or local authority.
* Maintain a ‘vulnerable student list’ and ensure that this is reflected in priority intervention.
* Ensure that all recording and reporting is accurate, timely and efficient.
* Monitor lateness, providing support and challenge where necessary.

**Administration**

* Line management of the Attendance Team.
* Meet with students regularly to discuss any issues behind attendance and punctuality concerns.
* Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
* Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with the local authority/external agencies and partners.
* Manage attendance returns for the school census.
* Manage the process of issuing fixed penalty notices to parents/carers, following agreement from the Associate Assistant Headteacher.
* Maintain accurate records of communications with parents/carers and relevant interventions.
* Monitor term-time absence requests and respond accordingly.
* Refer student attendance cases for prosecution where appropriate, following agreement with the Associate Assistant Headteacher.
* Organise and lead any timetabled attendance meetings with staff, suggesting strategies and actions.
* Address register administration with staff.
* Attend appropriate pastoral briefings/meetings.
* Organise and attend Head of Year/Parent and SLT/Parent attendance meetings, as required.
* Lead and manage positive attendance challenges / competitions and encourage positive student participation.
* Liaison with primary, further education colleagues and other secondary schools involved in the transfer and transition of students where appropriate.
* Ensure that your involvement with students as well as other staff reflects the school’s inclusive ethos and relational approach.
* Attend appropriate internal and external meetings and lead as necessary.
* Liaise with external agencies.

**Monitoring and Reporting**

* Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence, and any other patterns of concerns.
* Track attendance of vulnerable groups of students and share information with school leaders.
* Identify students that need support to improve their attendance.
* Work with school leaders to identify appropriate interventions to improve attendance and punctuality for particular groups or identified students.
* Lead daily or weekly check-ins to review progress and the impact of support interventions.
* Work with school leaders to develop and revise the school’s attendance policy.
* Implement children missing in education (CME) procedures when appropriate.
* Provide regular reports to attendance organisations to raise awareness of emerging at-risk students.
* Monitor the effectiveness of attendance and punctuality interventions.
* Monitor the completion of registers by staff, ensuring accurate and timely completion.
* Monitor the attendance and punctuality of students engaged in off-site alternative provision.
* Provide Heads of Year and Form Tutors with useful attendance data and resources to form part of the Tutor and assembly programme.
* Monitor and assess particular student groups in regard to identifying and removing barriers to education. Report to Pupil Premium Lead on efficacy of relevant interventions and any progress.
* Provide regular termly reports to the Headteacher and Governors on attendance and punctuality, highlighting emerging/changing trends, comparisons and impact of actions taken.

**Contributing to Raising Achievement by Improving Students’ Attendance and Punctuality**

* Lead and manage attendance and punctuality strategies and supporting procedures throughout the school.
* Lead first day absence management systems and processes.
* Use data to provide regular and ad hoc detailed reports and information for school attendance monitoring.
* Establish reasons for non-attendance, make assessments and agree plans to facilitate a return to school using appropriate strategies within specified timescales.
* Conduct formal meetings with parents/carers in response to individual attendance and punctuality issues and ensure follow up actions are implemented and monitored.
* Carry out home visits (or other relevant locations) to identify reasons impacting adversely on student attendance and punctuality.
* Develop good working relationships with outside agencies and stakeholders and attend case review meetings as appropriate.
* Make referrals to outside agencies as appropriate ensuring all relevant documentation is completed, accurate and provided in a timely manner.
* Monitor internal registration systems.
* Liaise with Teaching and Pastoral staff regarding students who have started to develop a pattern of absence, agree follow up actions and ensure they are implemented.

**Leadership**

* Ensure that there is a culture of high attendance and punctuality expectations within the Stockport School community – including amongst staff.
* Line-manage the Attendance Team, ensuring roles and responsibilities are evaluated on a cycle to ensure maximum performance.
* Be responsible for attendance coding and authorisation controls – completing a weekly audit of codes in liaison with the Associate Assistant Headteacher.

**Leading on the Development, Implementation and Maintenance of Attendance related Systems and Policies**

* Provide accurate and timely regular analysis and evaluation of data to SLT, DSL and other relevant colleagues on attendance and punctuality issues, intervention and outcomes.
* Responsible for completion and submission of statutory returns, complex forms, etc.
* Ensure meeting and case notes are up to date, accurate and complete.
* To support on the development of the attendance home/school liaison strategy to ensure that home visits are well planned, organised and effective in terms of raising attendance and reducing persistent absence at the school.
* To keep abreast of changes in legislation and relevant DfE guidance and contribute to developing, monitoring and reviewing the team’s policy and planning.
* To manage all leave of absence requests and use school templates to respond.
* To lead on issuing fixed penalty notices for unauthorised holiday requests.
* To Identify, at an early stage, the patterns of persistent absence and intervene so that these do not become established.

**Attendance Improvement**

* To drive and maintain ambition for attendance and punctuality improvement at Stockport School.
* Identify trends within the attendance data to prepare strategies to increase attendance for individuals, groups and the whole school where required.
* Develop a rewards culture in relation to attendance and punctuality, ensuring that students are encouraged to maintain good and improving attendance and punctuality.
* Review attendance support strategies to ensure they are utilised fully and continue to meet the need of the school.
* Ensure that all work links to the DfE’s 7 principles of: expect, monitor, listen and understand, facilitate support, formalise support and enforce.
* Provide challenge to parents/carers when engagement has failed to support an improvement in school attendance, including the use of legal intervention including referrals to the local authority.
* Work in collaboration with the Associate Assistant Headteacher to identify groups of concern and ensure intervention is matched to their need.

**Promoting a Positive Attitude towards Attendance and Punctuality**

* Challenge and motivate students to make positive choices about their learning/behaviour/attendance needs.
* Offer individual and small group focused work to raise attendance and improve punctuality.
* Ensure parents/carers are aware of their statutory responsibilities by providing information and advice.
* Support the school strategic attendance plan and targets with colleagues through regular liaison, providing information and supporting CPD on attendance policies, procedures and relevant issues.
* Recognise good attendance using the school’s reward system.

**Working with Parents/Carers**

* Co-ordinate meetings with students and parents/carers to implement interventions and track progress.
* Build positive relationships with parents/carers to encourage family involvement in their child’s attendance.
* Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
* Carry out home visits, where necessary, to address attendance concerns for individual students.
* Be the main point of contact for students and their parents/carers regarding attendance.
* Make first day phone calls to check for reasons behind student absence.
* Produce resources and information to promote the importance of attendance at parental events.
* Attend and support at annual parental consultation evenings, as required.

**People Development and Management**

* Workforce planning for current and future demands to ensure sufficient, appropriately trained staff are available to effectively perform day-to-day requirements and manage periods of peak work volumes to meet KPIs.
* Actively lead and participate in the recruitment and selection process of new team members
* Coach, mentor and develop staff including overseeing new employee onboarding, agreeing objectives, performance management, appraisal and career planning and identify CPD needs and opportunities.
* Consciously create a spirit of team work amongst department members that promotes school values and policies, challenging unacceptable behaviours and addressing conflicts swiftly.

**Safeguarding**

* Work in line with statutory safeguarding requirements (e.g., Keeping Children Safe in Education, Prevent) and the school’s safeguarding policies and procedures.
* Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
* Work with the Designated Safeguarding Lead (DSL) and Heads of Year to promote the best interests of students, including sharing concerns where necessary.
* Promote the safeguarding of all students in the school.
* Contribute to supervision duties to ensure the maintenance of a safe and secure school environment.
* Ensure that safe working practices are in place, and a safe working environment is maintained.
* Any other duties commensurate with the post.

**Health and Safety**

* Co-operate with the employer on all issues to do with Health, Safety & Welfare.
* To play a strategic role in support of Fire Drills, managing fire registers, and the evaluation thereof.

**Continuing Professional Development**

* In conjunction with the line manager, take responsibility for personal professional development.
* Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role.
* Take part in the school’s performance management/ appraisal process. Maintain a professional portfolio of evidence - evaluating and improving own practice.
* Keep up to date with developments, understand and comply with the latest information on safeguarding, statutory requirements, related policies, data protection, confidentiality and other relevant school practices.
* Seek out and share good practice through external visits, meetings and attendance at CPD events.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Post Holder:**

Signed: …………………………..…………. Date …………………………

**Headteacher:**

Signed: ……………………………………… Date ………………………...

**Date: June 2024**