**Attendance Officer**

**Job Description**

The Attendance Officer will work alongside key staff to reduce levels of unauthorised absence, promote whole school attendance strategies and to work with students and families to improve levels of attendance. In addition, the Attendance Officer will develop systems that will enable students to improve attendance and reduce absence, achieving Academy targets. This role reports to a member of the senior leadership team.

**Support for Teaching and Learning**

* Promote a positive attendance and punctuality culture.
* To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.
* Provide regular updates for staff, e.g. members of the leadership team, class teachers, admin staff and teaching assistants, on student attendance with targets and strategies for improvement.
* Liaise other support services to improve attendance rates;
* Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
* Work with identified individual and groups of student to improve levels of attendance through regular meetings with students and parents.
* Carry out home visits, within agreed protocols, for individual students.
* Liaise with partner settings to manage attendance across the transition period to ensure all students maintain good attendance.

**Support for the Academy**

* Keep up to date with current technology and oversee the training of staff in attendance and registration issues; work with all staff to ensure that the Academy system of registration is adhered to.
* Contribute to the In Year Admissions process by liaising with parents, other schools, Leadership and Senior Support Staff; ensure that admissions take place in a timely and supportive manner, from initial enquiry to start date, involving appropriate staff and agencies where necessary.
* Liaise with the school secretary to report incomplete registers to teaching staff, and ensure completion.
* Produce and interpret statistical data relating to attendance patterns of groups within the school e.g. FSM, SEN, Persistent Absentees.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns appropriately.
* Participate in training as required.

**Key Tasks**

* To work with the school admin team to complete ‘first day absence’ calling.
* To assist with the identification of students who will receive support in improving their attendance record.
* To work with parents/carers in improving their child’s attendance record.
* To collate, maintain and update attendance data for analysis and planning.
* To undertake home visits as identified by the Academy.
* To work alongside relevant Academy staff to determine appropriate levels of intervention e.g. Attendance Improvement Meeting, parenting contract, support plan.
* To lead Attendance Improvement Meetings.
* To provide data to the senior leadership team and school Governors in relation to attendance.
* To work with students and families identified by the Academy.
* To liaise with the designated teacher for child protection and deal appropriately with child protection issues.
* To liaise with all support staff with responsibility for attendance.
* To accurately record all telephone conversations and meetings with parents and agencies.
* Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities, this will include requesting penalty fine notices and completing legal documents.

**Universal**

* To be personally committed to the process of continuous improvement in the Academy.
* To participate in relevant staff development and training activities.
* To participate in personal Professional Development.
* To comply with Health and Safety requirements.
* To be committed to safeguarding and promoting the welfare of children and young people.
* To be prepared to undertake lone working (including unsupervised home visits) if required.
* Manage your own work load in line with the school priorities.
* To ensure confidentiality is observed at all times.

The postholder will be expected to have a good knowledge of the school’s policies and procedures, and take the initiative. This Job Description sets out the main duties associated with the stated purpose of the post. Duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The post holder may be expected to attend meetings or make home visits in or outside of the normal school day so flexibility about the timing of working hours is an essential requirement of this role.

This post is for 18 hours a week 39 weeks a year. This is term time plus staff training days.