

Salary:	NJC Pay Scale,
Responsible to:	Senior Leadership Team
Date of Job Description:	June 2024

Purpose of the Role:

The Attendance Officer at Garstang Community Academy responsible for promoting and ensuring high levels of student attendance and punctuality. They will work closely with students, parents, and school staff to identify and address barriers to regular school attendance, providing necessary support and interventions. This role involves both proactive and reactive strategies to maintain student engagement and success.

- To work with pupils, parents and/or carers, staff and external agencies to improve pupil attendance.
- To make 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 educational provision.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality to school, particularly in the mornings.

Main Tasks and Responsibilities

Key duties:

- Responsible for the recording, monitoring and maintaining all student attendance data in the school's data system, including reasons for absence in line with legislation and regulations;
- Monitoring, on a daily basis, the attendance of all pupils.
- Be fluent in the use of Bromcom and Edukey in developing attendance reports for Senior Leaders - however, training can be provided.

- Hold a full UK driving licence in order to conduct daily home visits to families of students for attendance and safeguarding concerns.
- Follow up first day absence to school by home visiting or meeting parents and/or carers in school if appropriate.
- To make unsupervised contact with families in response to allocated referrals i.e. undertake home visits and attend meetings in school or external meetings in relation to attendance issues, and to support breaking the cycles of absenteeism
- To understand and analyse school attendance, challenge and assist when appropriate.
- Oversee documentation pertaining to the prosecution of leave in term time.
- To support the Attendance Manager in the managing of the school's alert system for making parents/carers aware of non-notified absence;
- Produce lists, information and run weekly reports relating to attendance data, as requested to the Senior Attendance Officer, Teachers or SLT
- Liaising with the Educational Social Worker to monitor the attendance of an identified cohort of pupils.
- Promote a whole school approach to attendance and to manage individual cases causing concern regarding school attendance by maintaining correspondence, devising strategies and action plans for pupils whose attendance is failing using the appropriate strategies and within specified timescales and refer cases to the Senior Attendance Officer or SLT when required;
- Recommend students to be referred to PWO following analysis of their attendance data and the completion of relevant home visits.
- Meet with school staff, students' parents and/or carers to identify individual problems and possible solutions;
- To provide regular updates to staff on student attendance so they are equipped to encourage good attendance. To be delivered during pastoral panel meetings.
- To work closely with students on site to promote improved attendance and/or punctuality levels;
- To organise daily checks on students at risk of truanting;
- Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance;
- Liaising with parents regarding all aspects of pupil attendance, which may involve dealing with difficult callers via the direct line.

- Demonstrating customer care skills with all users.
- Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps;
- Support the identification of persistently absent students within alternative provision.
- Ensure maintenance of accurate and factual records of contact with pupils and their families which could be used in evidence in legal interventions. This will include the accurate and daily update of student and family contacts via Edukey.
- Maintain up to date information of legislation, regulations and guidance to support attendance;
- To attend and participate in meetings as required;
- Maintain confidentiality and adhere to safeguarding and GDPR procedures.
- To carry out any other tasks commensurate with the role as requested by SLT from time to time.
- Sharing of daily list of visits in order to safeguard you as an individual.

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.