

# **Job Description**

## **Attendance Officer**

1<sup>st</sup> September 2024

## **Post: Attendance Officer**

### **Responsible to: Deputy Headteacher (Student Welfare)**

#### **Job Purpose**

- Ensure accurate recording of attendance and absence
- Ensure that all legal processes are followed carefully where attendance is poor
- Support the school in improving school attendance, including through working with students and families
- Promote high levels of school attendance and punctuality amongst students and our broader community
- Liaise with parents, the local authority, alternative education providers, schools and other staff to support and improve student attendance
- Provide administrative and clerical support services to a high standard, supporting management, teachers and students in an efficient, professional and effective manner
- Understand and share attendance policies, procedures and best practice from the Department for Education, the Local Authority and other schools

#### **Main Responsibilities**

- Contact with members of the Attendance Team at the Local Authority to ensure accurate record-keeping and support of student attendance
- Direct liaison with pastoral, safeguarding and SEN staff to monitor and improve the attendance of students
- Organising a daily check on children at risk of truanting
- initiate and carry out truancy checks
- chase up reasons for absence
- liaising with Year Leaders and the Pastoral Team to provide support for students returning to school after a period of absence
- perform home visits and liaise with parents, teachers and other professionals to improve attendance rates
- referring parents to legal interventions for non-attendance once various interventions have been explored and not worked
- producing management information to provide to SLT and Year leaders regarding overall attendance, persistence absence and trends in data
- Proactively enact parts of the attendance policy by communicating with parents and organising meetings on behalf of the Deputy Headteacher or conducting meetings independently
- Represent the school in all aspects of the multi-agency child protection process in respect of active attendance cases, i.e. by attendance at Case Conferences, participation in Core Groups and home visits as required

- Take part, where necessary, in all aspects of the legal process, including making parents/ carers aware of their legal responsibilities
- Organise and attend Attendance Panel and Fast Track Panel meetings as required.
- Have responsibility for monitoring Attendance and Punctuality for all students attending the school and to liaise with key staff regarding concerns and action
- Monitor the input of student absences onto Arbor and ensure registers are completed in an accurate and timely manner. Rectify any missing marks or unexplained absences.
- Identify persistent absentees and work with the Attendance Officer, the Designated Safeguarding Lead and Pastoral Leads, to ensure concerns are dealt with and followed up promptly.
- Implement and review Attendance Action Plans for persistent absentees with a particular focus on disadvantaged students.
- Work with pastoral staff and the leadership team to monitor and improve the punctuality of students.
- Work directly with students, families and other professionals on attendance issues
- Ensure that parents and carers are informed in a timely manner about lateness/absence of students.
- Quality assure the work of the Attendance Assistant
- Work with the Attendance Assistant to promote the importance of good attendance and punctuality across the school through a range of strategies.
- Produce regular reports to analyse attendance and punctuality on an agreed basis. Provide analysis of attendance trends and patterns.
- Advise the school and be proactive in devising and implementing strategies to promote the regular and punctual attendance of all students.
- Work on initiatives which raise the awareness of the importance of school attendance.
- Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Make regular contact with families in response to attendance referrals through contact home, coordination of home visits and/or meetings in school and keep accurate, clear and concise records of all interventions.
- Work with other professionals to ensure the Children Missing Education procedure is followed by the school as and when required.
- Attend and participate in regular meetings, and in training and other activities as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.

## **Other areas of responsibility**

### **Safeguarding**

- 1) Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- 2) Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- 3) Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.

### **Notes**

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.