



JOB TITLE	Attendance and Admissions Manager
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Hastings Academy
RESPONSIBLE TO	Vice Principal
Grade	Single Status 11
RESPONSIBLE FOR	Direct reports x 3 - Attendance Support Practitioner, Attendance & Admissions Administrator and Teaching Assistant
MAIN PURPOSE OF THE JOB	<ol style="list-style-type: none"> 1. As part of the Senior Leadership Team (SLT), to contribute to the overall strategic leadership of the Academy, ensuring key improvements are implemented in relation to attendance and admissions. 2. Lead the Attendance & Admissions team, ensuring all are working towards the academy’s strategic attendance and admissions objectives and to ensure consistency of student attendance support across all year groups. 3. Work collaboratively and closely with the academy SLT and School Improvement team and other key stakeholders on attendance and admissions management. 4. Lead on the development and implementation of academy attendance and admissions processes in the academy.
MAIN TASKS / KEY RESPONSIBILITIES	
1.0	As part of the SLT, to contribute to the overall strategic leadership of the academy, ensuring key improvements are implemented in relation to attendance and admissions.
1.1	To work as part of the Senior Leadership of the academy to share with the staff body updates, deliver CPD, offer support and guidance and monitor the progress of students’ attendance in line with the Academy improvement plan.

1.2	Lead the development and implementation of academy innovative attendance and admissions strategies and plans based on Trust policy and process and best practice, attending Trust and county networking and other events.
1.3	Contribute to the academy's Business Continuity Plan using data informed-driven insights to streamline attendance and admissions processes, contributing to a more agile and resilient strategy during unforeseen events.
1.4	Work closely with the Vice Principal to design and deliver the academy's attendance and admissions strategy and plans, being the academy 'subject matter expert' for advice and guidance including on legislation and Trust or academy process.
1.5	Produce regular attendance reports with analysis and recommendations for the SLT, presenting at meetings as required.
2.0	Lead the Attendance & Admissions team, ensuring all are working towards the academy's strategic attendance objectives and to ensure consistency of student attendance support across all year groups.
2.1	Lead and manage the performance and development of the Attendance & Admissions team and direct reports.
2.2	In collaboration with the Heads of Year, to implement attendance strategy actions and to coordinate joint welfare outreach visits with Student Support Managers, ensuring that students feel safe, valued and protected
2.3	In collaboration with the academy Designated Safeguarding Lead (DSL), manage complex attendance cases including through welfare outreach visits with families. Work directly with parents / carers to facilitate the reintegration of students into the academy and ensure a comprehensive and supportive approach.
2.4	Oversee the electronic registration system (SIMS), reviewing colleague utilisation and reporting any repeated omissions to SLT. Provide training on attendance records to users, ensuring consistency and effectiveness of attendance management systems across the academy.
2.5	Oversee the implementation of robust procedures for the processing of missing students, including in relation to exams, fire evacuation and lockdown.
2.6	Oversee the accurate and timely production of information for the Legal Interventions Team and response, including where required for Court.

2.7	Monitor the effectiveness of registration processes, ensuring data integrity. Oversee the production of a daily list of missing students from lessons and tutor time for the DSL, highlighting action(s) taken to resolve the issue. Monitor the effectiveness of morning registration
2.9	Advise the Principal on decisions regarding penalty notices taking account of statutory requirements, best practice, and academy precedents. Oversee appropriate communications to families regarding holiday requests.
2.10	Collaborate with relevant academy colleagues and teams and external services as required to manage the de-registration process for students in line with statutory requirements. Oversee the production of regular reports of leavers for the SLT and conduct regular audits to ensure compliance with process.
3.0	Work collaboratively and closely with the academy SLT and School Improvement team and other key stakeholders on attendance and admissions management.
3.1	Collaborate with the Pastoral team, other key colleagues and external services as required regarding emerging and complex cases, providing advice and guidance and sharing relevant information (e.g., medical, IHCPs) to ensure student needs are met.
3.2	As the academy 'subject matter expert' contribute to the development and updating of Trust policies and practices that promote inclusion and engagement as required.
3.3	In line with Trust guidance and systems and in collaboration with the DSL and Heads of Year, agree priority students requiring monitoring. Implement altered strategies / plans in line with Trust guidance / systems and evaluate their effectiveness in combatting unauthorised and authorised absences.
3.4	Oversee the effective deployment of the Independent Education Welfare service in the academy (i.e Education Welfare Officer.
4.0	Lead on attendance and admissions practice, overseeing attendance and admissions processes in the academy
4.1	Oversee the academy's attendance and admissions systems in line with Trust policy and statutory requirements. collaborating with feeder schools
4.2	Oversee the administration of year 7 and all in-year admissions (IHY) in liaison with the Vice Principal and other relevant colleagues. Develop and implement transition and induction interventions for upcoming and new year 7 students and IHYs, collaborating with feeder schools.
4.3	In conjunction with the Trust's Marketing & Communications department, support the Principal in strategies to improve and maximise academy admissions.

4.4	In conjunction with the Trust's Governance and admissions team , analyse and make recommendations regarding statistical information for al conppeals. Carry out regular IYA audits (to ensure admissions register is accurate), addressing any anomalies appropriately.
4.5	Manage the process for all IYAs in liaison with the Vice Principal and the ESCC Admissions team, producing termly statistics for discussion with SLT.
5.0	Other
5.1	To promote inclusion and equality of opportunity for all students in accordance with academy policy.
5.2	To undertake other reasonable duties as directed by your line manager
5.3	To carry out all activities in line with the Trust's Human Resources, Data Protection, Health & Safety and Equal Opportunities policies and the Trust's Financial Regulations
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for colleagues to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: October 2023	
Additional Information	
<ul style="list-style-type: none"> • All Support Staff posts within the Trust are subject to a six-month probationary period. • This post is subject to an Enhanced DBS Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all colleagues and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Education and qualifications

- Educated to degree level or with equivalent experience
- Full clean driving license and use of own vehicle

Knowledge & Experience

- Experience working with attendance or behaviour in an education environment, or for the Local Authority
- Experience of working with relevant policies including Safeguarding and Child Protection
- Knowledge of theories, models and evidence bases for interventions with individuals, families, children, groups and communities to improve attendance
- Experience of working directly with children and families
- Experience of completing needs assessments upon which effective plans are based

Skills & Abilities

- Ability to work in an organised and methodical manner
- Ability to develop efficient record keeping systems
- Ability to produce accurate and up-to-date records and reports
- Ability to communicate and collaborate with a range of audiences including other employees within the Academy and wider Trust, pupils, parents and external services, orally and written
- Ability to identify work priorities and manage own workload and that of the team to meet deadlines whilst ensuring that lower priority work is kept up to date
- Ability to work effectively as part of a team
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Ability to analyse, evaluate and interpret information, including statistical data, and make critical organisational decisions
- Problem solving, negotiation and decision making skills and the ability to produce practical and creative/innovative solutions
- Excellent time management and organisational skills, including working under pressure and to deadlines
- Engage effectively using creativity, compassion and authority to overcome resistance, build relationships, and communicate while maintaining professional boundaries with children, families and carers in complex, variable and emotionally challenging situations
- Ability to promote, develop and establish effective, collaborative partnerships and networks to promote appropriate information sharing
- Able to manage workload independently, applying critical reflection and analysis to maintain, develop and apply a range of effective judgements, and assessments, utilising a wide range of evidence and hypotheses to inform decision making, assessment and timely intervention to progress complex cases
- Able to demonstrate accountability and effective judgement when anticipating, identifying, assessing and managing risk, seeking support and solutions where appropriate
- Ability to use a range of computer applications including Microsoft office applications

Personal Attributes

- Strong communication, influencing and negotiating skills across a range of internal and external stakeholders, including parents/carers and community partners

DESIRABLE CRITERIA

Education and qualifications

- Professional qualification in an education or management-related
- Full clean driving license and use of own vehicle

Knowledge & Experience

- Knowledge of suspension/exclusion legislation, alternative provision and SEN Code of Conduct
- Up to date knowledge of research- informed practice to improve attendance

Skills & Abilities

- Ability to use range of computer applications including SIMS and CPOMs or equivalent

Reference: EXT456

Inspiring our children and staff to flourish and achieve their best