

<b>Salary:</b>	NJC Pay Scale, Grade F
<b>Responsible to:</b>	Senior Leadership Team
<b>Date of Job Description:</b>	July 2025

## Purpose of the Role:

To support the Senior Leadership Team in managing and implementing the school's attendance strategy to ensure high levels of pupil attendance and punctuality, contributing directly to improved educational outcomes through working with pupils, parents/carers, staff and external agencies. This role will involve monitoring attendance data, identifying patterns of absence, and working closely with pupils, families, and external agencies to address barriers to regular attendance. The Senior Attendance Manager will ensure that statutory requirements are met, support and apply early intervention initiatives, and contribute to safeguarding by maintaining accurate records and reporting concerns as necessary.

## Main Tasks and Responsibilities

### 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.

### **Key duties:**

1. Promote, implement and support a whole school approach to attendance and devise strategies and action plans for pupils whose attendance is falling.
2. Monitor and analyse attendance information and data to identify and work with pupils who have poor attendance or are at risk of developing poor attendance.
3. Develop links with pupils and families who are transferring into the school to promote the school ethos of regular attendance.
4. Work collaboratively with academy staff including Heads of Year, Year Tutor teams and pastoral teams to implement interventions to promote good attendance.
5. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps.
6. Monitor and evaluate the impact of initiatives to improve attendance in all Year groups.
7. Prepare reports on attendance for the senior leadership team and governing body. Ensure maintenance of accurate and factual attendance records and associated documentation which could be used in evidence in legal interventions.
8. Maintain up to date knowledge and information of legislation, regulations and guidance to support attendance.
9. Process and manage holiday requests.
10. Support parents/carers and pupils in implementing effective strategies to improve attendance where decisions have direct impact on pupils and parents / carer.
11. Liaise with parents/carers and outside agencies, for example (but not limited to) Social Care, Virtual School and LADO etc. to ensure that pupils' needs are met.
12. To conduct home visits, attendance sweeps and punctuality sweeps. As such the post holder is required to have a full UK driving licence. A willingness and ability to drive the school minibus would be helpful.
13. Undertake unaccompanied home visits, where necessary to improve attendance.
14. To support the school in ensuring attendance policies are working, particularly for children open to or previously open to social care involvement.

15. To support the academy in reviewing policies relevant to this role.
16. To oversee strategies relating to attendance and take a lead role in driving improvements forward under the guidance of the Senior Leadership Team.
17. Participate in the admission process for routine and non-routine admissions where information suggests the need to be involved.
18. Maintain and update confidential records regularly.
19. Maintain confidentiality and adhere to safeguarding procedures.

Work collaboratively to ensure the effective and timely completion of all academy business to the highest standards.

### **Indicative knowledge, skills and experience**

- Knowledge / skills equivalent to current learning, development and support services for children, young people and those who care for them national qualification level 4.
- Experience in working to improve attendance.
- Skills to communicate with parents / carers, other staff and external agencies and support pupils to find ways to improve attendance.