

Job Title: Attendance Officer

Reporting to: Regional Director of Attendance
Attendance Manager/Education Welfare Officer (of relevant academy on a daily basis)

Grade: 4 (SCP 18-21)

Overall Purpose of the Post

To provide operational and administrative support to promote whole school attendance strategies in order to improve attendance levels and reduce persistent absence, in line with academy targets under the supervision of the Attendance Manager/Education Welfare Officer.

Main Duties and Responsibilities

- To discuss reasons for absence with parents/carers, offering support and challenge where appropriate;
- To hold discussions and meetings with students, either individuals or groups, regarding attendance and to mentor individual students where appropriate;
- To respond to parental enquiries/complaints regarding attendance concerns;
- To send out appropriate correspondence to parents/carers regarding absence and attendance, including processing leave of absence requests
- To identify concerns and discuss attendance issues with the appropriate member of academy staff, including attending meetings with Learning Managers and/or Education Welfare Officer to identify those students who require additional support and intervention to improve attendance
- To maintain the academy's registration system and attendance Management Information System, together with the daily automated system to contact parents/carers regarding absent and/or late students.
- To undertake home visits to address concerns regarding student absence;
- To undertake 'Late Gate' patrol each morning. To monitor late arrivals to the academy and identify appropriate intervention, including student conversations, calls to parents and meetings in school;
- To prepare attendance data for monitoring, reports etc. To present data, reports and information at staff briefings, SLT meetings and assemblies;
- To present attendance awards to individuals, VMGs and in assemblies. To manage systems for incentives and maintain displays;
- To prepare and minute information for School Attendance Panels/Fast Track meetings as required;

- To process referrals for Penalty Notices as required;
- To maintain the utmost confidentiality of information acquired during the course of your work;
- To publicise attendance information through a variety of channels – website, VMG, newsletter, etc.;
- Attend and participate in meetings as required;
- To provide admin support to the Attendance Manager/Education Welfare Officer;
- General filing and clerical tasks as required.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.