

ATTENDANCE OFFICER

Job Purpose

To be the key link in school for attendance ensuring the school meets its obligations and targets in relation to school attendance, especially persistent absence.

To improve school attendance through effectively working with students, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact. To provide efficient attendance service for the school and to continuously contribute ideas to design and effective running of attendance.

RESPONSIBLE TO:

**ASSISTANT HEADTEACHER BEHAVIOUR AND ATTITUDES
DEPUTY HEADTEACHER STUDENT DEVELOPMENT AND
ULTIMATELY THE HEADTEACHER**

Grade 7 – 37 hours per week, term time only plus 10 days during periods of school closure worked in accordance with service requirements. Attendance at occasional evening events will be required, e.g. Open Evening, Presentation Evening and Parents' Evenings.
Hours of work: 8.30am – 4.30pm four days a week and 8.30am to 4.00pm one day a week to be agreed with Line Manager.

Job Description

Be responsible for all aspects of daily attendance monitoring and take appropriate action including:

- Being the first point of contact between Parents and agencies regarding attendance and punctuality
- Liaising with form tutors/Heads of Year daily and make telephone calls home of non-attenders to establish reason for absence; send letters to parents and make home visits
- Liaise with outside agencies regarding attendance for pupils who are on alternative provision
- Conducting punctuality checks and issue detentions to latecomers including recording on SIMS/creating detention registers and informing staff
- Operate the school's text messaging service to parents
- Interview pupils to secure improved attendance and punctuality
- Being the key link for students in regards to attendance in school and for overseeing students signing in and out of the building
- Manage students who are ill and encourage to stay in school
- Management and maintenance of changing register codes throughout the day
- Work with the ISO and Heads of Year to arrange and attend meetings with Parents to discuss attendance
- Undertake truancy sweeps and chase up pupils' absent/follow up internal truancy

- Record and analyse interventions and the impact on attendance/punctuality
- Identify and refer attendance cases to ISO/ manage and prepare paperwork for court proceedings
- Maintain fortnightly attendance lottery
- Liaise with teaching staff, SENDCo, HOY and home to produce reintegration timetable as appropriate
- To oversee that protocols are followed for part time, reduced timetable students and co-ordinate any integration needed for extended periods of absence
- Be responsible for reporting students on and off roll to the Local Authority and produce statistics when required ensuring CTF's are sent
- Record and report on any CME/EHE pupils to the Local Authority
- To communicate with nominated Senior staff the daily inaccuracies of registers
- Attend Parents' Evenings/Open Evenings as required
- Produce detailed exclusion statistics on half termly and annual basis
- To check the exclusion return produced by Heads PA for accuracy
- To oversee/co-ordinate holiday authorisation and child filming requests
- Develop and create reporting systems for attendance using MIS
- Produce whole school attendance statistics on a weekly, termly and annual basis in comparison to previous years by form/year group/different groupings
- *Undertake electronic recording of individual pupils attendance weekly throughout the year
- Produce records of attendance by form, year, individuals and groups in comparison to previous years
- **Produce complex information and data as required relating to pupil attendance
- Update SIMS with regard to exclusions
- In case of fire alarm, ensure all registers are completed and pupils are accounted for
- Conduct admissions meetings and managing the start of new pupils (Liaising with other schools/agencies)
- Liaise with IYFAP regarding any new students during the school year
- In the event of a Lockdown be responsible for activating the sirens around school and sending messages to staff and parents
- Produce and develop reports in Sims for a range of purposes
- Create and manage Sims groups and registers for off timetabled groups when requested
- Undertake any other duties commensurate with the grade of the job at the discretion of the Headteacher
- Administration processes related to attendance DTs