



JOB TITLE: Admissions and Attendance Manager

SCALE: KSE

RESPONSIBILITY TO: Head of Operations

RESPONSIBILITIES AND DUTIES

- Supporting the Senior Leadership Team in co-ordinating the school admissions consultations process
- Ensuring the smooth transition of new pupils joining The Beacon School
- Monitoring and tracking attendance, identifying causes for concern, and working with pupils, parents and external agencies to promote regular attendance
- To oversee the co-ordination and admin support of the Annual Review (EHCP) cycle. To ensure the smooth scheduling of Annual Reviews and completion in line with statutory timelines
- To work with our NHS colleagues and families in writing individual Health Care Plans for pupils and requested annual updates

Principal Duties and Responsibilities:

Admissions

- Co-ordinate the school admissions process; record new admission consultations from the Local Authority (LA)
- Support the Senior Leadership Team in ensuring admissions are dealt with effectively and professionally in the best interests of the school
- Attend weekly admission meetings
- Liaise with the LA
- Ensure the LA sends revised EHCP
- Annually review parents' letters, admissions forms and other supporting documents
- Liaise with other schools to ensure CTF files/Student files and UPN are transferred to The Beacon
- Engage with parents to provide information, address concerns, and ensure their involvement in the transition process
- Organise and support effective transition arrangements for pupils joining the school, including parent information evenings and transition days
- Organise and manage school tour dates

Attendance

- Maintain accurate attendance records using the school's MIS system (i.e., Arbor).
- Monitor daily student attendance, identifying patterns and trends.
- Produce regular attendance reports for SLT.
- Follow up on unexplained absences and ensure appropriate coding.
- To attend weekly MAST Meetings and present attendance data
- Conduct home visits as required to address attendance issues
- Track attendance of vulnerable groups of pupils and share information.

- Be responsible for sending unauthorised absence letters, and concern letters
- Develop effective relationships with pupils and families to promote good attendance.
- Arrange and attend meetings with parents to discuss attendance concerns.
- Issue attendance letters and in consultation with KPAS, initiate formal procedures when necessary.
- Conduct home visits where necessary (with appropriate staff or safeguarding measures in place).
- Contribute to the development and implementation of attendance improvement plans.
- Ensure the school meets its legal obligations regarding attendance monitoring and reporting.
- Work in line with the school's safeguarding policies and procedures, reporting concerns as appropriate

EHCP

- Lead the schools EHCP process to ensure that all aspects of this process are completed to deadlines, statutory guidance requirements and are of an excellent standard.
- Ensure high quality approaches to the EHCP processes and associated documents and work closely with all members of staff who are involved in the Annual Review Process.
- Keep up to date with the latest procedures and paperwork for annual reviews, including using KELSI, DFE guidance including Code of Practice etc ensuring the schools paperwork, procedures are set out correctly

Health Care Plans

- To maintain accurate student medical records and ensure that all student medical information is managed in line with processes and procedures
- Maintain, update and share medical care plans, effectively liaising with class teachers, parents and NHS colleagues.
- Keep up to date records of medication administration and care plans using Medical Tracker and Arbor
- To liaise with parents/carers and health professionals to ensure that the medical needs of students are appropriately met by the school and provide information, advice and guidance (both internally and externally), in line with academy policies and procedures
- To communicate regularly with members of the School Nursing Team
- In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes, height and weight checks etc. Arrange in- school appointments with visiting medical / therapeutic practitioners for staff and pupils.

Generic

- Manage computerised records/information systems.
- Establish and maintain good relationships with all pupils, parents, carers, colleagues and other professionals.
- Attend and contribute to parents evening.
- Make sure quality assurance standards, including deadlines for submission, are met.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- To undertake other reasonable duties which are requested by line management.
- Act as a role model for all staff in terms of both practice and the ethos and philosophy of the school in the support of our Core Values.

JOB SPECIFICATION:

Admissions and Attendance Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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