

## Attendance Duties

**Support Staff Responsibility Allowance (SSR 3)** currently £3,506 pa

### Key responsibilities:

- Management of attendance data across your year group.
- The link person between the school and the students/parents with regards to attendance.

### Responsibilities task:

- Update MIS daily following review of phone messages and emails.
- Text parents following up absences
- First day calling to students who have attendance concerns
- Produce statistics on a fortnightly basis of all students under 95% attendance Years 7-11. Supply reason for absence of all students under 90% - Information passed to SLT and HOYs.
- Work closely with the FLO to monitor attendance and facilitate home visits.
- Arrange meeting with students in school who have under 90% attendance
- Meet fortnightly with Heads of Year to discuss absences across the year and highlight any concerns, keep accurate details of actions agreed.
- Update CPOMS regarding attendance concerns – this information is needed to support any referral to the SLO and substantiate evidence relating to court action.
- Request letters home to parents of students under 95% and 90% asking for medical evidence where applicable.
- Raise penalty notices and AS1 referrals through KCC Front Door in accordance with school attendance policy.
- Monitor attendance using MIS throughout the day particularly lesson 1 and 5.
- E-mail staff and Line Manager regarding missing AM and PM registers, lesson registers and any conflicting marks
- Input trip and event information (found on the daily bulletin) onto MIS.
- Ensure any student on 3<sup>rd</sup> day of absence is contacted and a home visit (via FLO) is arranged in timely manner – this is recorded on CPOMS.
- Follow up unauthorised absence where the school has not been provided with information on reason of absence and to adjust marks accordingly on MIS.
- Support HOY with attendance meetings as appropriate.
- Monitor attendance of any students on dual roll by liaising with the Admin Team Manager.
- Provide statistics as requested by SLT to be used in school monitoring reports.

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Signed : .....

Date : .....