



Attendance and Safeguarding Officer

Job Description

Furley Park Primary Academy



APPROVED BY: Emma Collip

APPROVED ON: 16.06.26

REVIEW DATE: 16.06.27

VERSION: 1.0

Version	Date	Author	Summary
1.0	10.06.2026	Emma Collip	Revised for new role

Contents

- 1. Job Title 3**
- 2. Grade 3**
- 3. Responsible To..... 3**
- 4. Purpose of the Role..... 3**
- 5. Key Responsibilities 3**
 - a. Attendance Management and Compliance..... 3
 - b. Kent Attendance Processes and Thresholds 4
 - c. Safeguarding and Child Protection 4
 - d. Early Help and Family Engagement 4
 - e. Children Missing Education (CME) 5
 - f. Systems, Data, and Administration 5
 - g. Whole-School Attendance Culture..... 5
 - h. General Responsibilities..... 5
- 6. Person Specification..... 6**
 - a. Essential..... 6
 - b. Desirable 6
- 7. Safeguarding Statement..... 6**

1. Job Title

Attendance and Safeguarding Officer

2. Grade

KRC/KRD depending on experience

3. Responsible To

Headteacher / Designated Safeguarding Lead (DSL)

4. Purpose of the Role

To lead and manage the school's attendance systems and processes in accordance with the Department for Education's *Working Together to Improve School Attendance* guidance, Kent County Council procedures, and statutory requirements, while actively supporting safeguarding practice in line with *Keeping Children Safe in Education* (KCSIE).

The postholder will work proactively with pupils, families, and external agencies to:

- Promote excellent attendance and punctuality
- Reduce persistent and severe absence
- Identify and respond to safeguarding concerns
- Ensure accurate record-keeping and statutory compliance

5. Key Responsibilities

a. Attendance Management and Compliance

- Maintain and monitor daily attendance registers in line with DfE statutory requirements
- Ensure registers are accurate, completed on time, and meet legal audit standards
- Analyse attendance data across the whole school, year groups, classes and identified pupil groups
- Monitor attendance, punctuality and absence patterns of vulnerable and priority groups, including:
 - Disadvantaged pupils
 - Pupils with SEND
 - Children with a social worker
 - Young carers
 - Pupils with medical needs
 - Pupils subject to safeguarding concerns
- Identify emerging trends and pupils at risk of persistent or severe absence and coordinate appropriate interventions
- Identify:
 - Persistent absence (PA – below 90%)
 - Severe absence (below 50%)
- Identify underlying causes of absence and work collaboratively with families, school staff, and external agencies to remove barriers to attendance and improve outcomes for pupils
- Lead first-day response procedures for absence
- Track and challenge lateness and patterns of absence
- Ensure all absence is:
 - Correctly authorised/unauthorised using DfE codes
 - Recorded in line with **Kent attendance codes and expectations**
- Prepare attendance reports for:
 - Senior Leadership Team (SLT)

- Governors
- Local Authority requests

b. Kent Attendance Processes and Thresholds

- Implement Kent's **Graduated Approach to Attendance**, including:
 - Early identification of concerns
 - Stage-based intervention and monitoring
- Issue and track:
 - Attendance concern letters
 - Warning notices
 - Requests for medical evidence (where appropriate)
- Organise and attend:
 - School Attendance Meetings
 - Parent meetings and formal reviews
- Liaise with the **Kent Inclusion and Attendance Service**, including:
 - Referrals for persistent/severe absence
 - Preparation of evidence for legal intervention
 - Supporting fixed penalty notice processes where directed
- Administer the school's leave of absence procedures, ensuring requests are processed, recorded, and referred to the Headteacher for decision where required.
- Participate in regular attendance review meetings with the Headteacher, DSL, SENDCo and other relevant staff to review attendance data, identify barriers to attendance and agree intervention strategies

c. Safeguarding and Child Protection

- Act as a trained Designated Safeguarding Officer (DSO), supporting the DSL and DDSL in the effective implementation of safeguarding and child protection procedures across the school
- Undertake safeguarding responsibilities, ensuring timely and appropriate action is taken to protect children
- Ensure all attendance concerns are considered through a **safeguarding lens**, including:
 - Unexplained absence
 - Children Missing Education (CME)
 - Patterns indicating neglect or abuse
 - Domestic abuse indicators
 - Contextual safeguarding risks
- Follow school safeguarding procedures in line with **KCSIE**, including:
 - Recording safeguarding concerns and actions on the school's safeguarding and information management systems, Bromcom.
 - Immediate reporting of safeguarding concerns to the DSL
- Carry out and document:
 - Safe and well checks / home visits where appropriate
 - Welfare checks for vulnerable pupils
- Maintain accurate safeguarding records, ensuring:
 - Confidentiality and data protection
 - Chronological and factual recording

d. Early Help and Family Engagement

- Build strong relationships with families to improve attendance
- Provide advice, challenge, and support to parents/carers

- Support pupils and families experiencing barriers to attendance, including anxiety-based school avoidance, emotionally based school non-attendance (EBSNA), and other factors affecting regular school attendance
- Work with school staff, families, and external agencies to identify and implement appropriate support strategies to improve attendance and engagement
- Contribute to or lead **Early Help Assessments (EHAs)** where appropriate
- Attend and contribute to:
 - Team Around the Family (TAF) meetings
 - Multi-agency meetings
- Work collaboratively with:
 - Social care
 - Early Help services
 - Health professionals
 - Inclusion and Attendance Service

e. Children Missing Education (CME)

- Follow statutory procedures for pupils who:
 - Do not return from absence
 - Are removed from roll
 - Cannot be located
- Complete referrals to Kent CME team within required timescales
- Support statutory processes relating to Elective Home Education (EHE), ensuring referrals, notifications, and records are completed in accordance with Local Authority requirements
- Maintain a clear audit trail of actions taken

f. Systems, Data, and Administration

- Use the school MIS (Bromcom) to:
 - Track attendance
 - Produce reports
 - Maintain accurate pupil records
- Ensure compliance with:
 - Data protection (GDPR)
 - School policies and audit expectations

g. Whole-School Attendance Culture

- Promote high expectations of attendance across the school
- Support attendance reward and recognition systems
- Deliver guidance to staff on attendance procedures
- Contribute to staff training (attendance and safeguarding)

h. General Responsibilities

- Support the school's safeguarding, attendance and inclusion priorities through effective partnership working with families and external agencies
- Support the ethos, values, and safeguarding culture of the school
- Maintain confidentiality at all times
- Follow all school policies, including safeguarding, health & safety, and behaviour
- Undertake training relevant to the role
- Participate in performance management
- Attend occasional meetings, multi-agency events, and home visits outside normal working hours where required, with appropriate notice and in accordance with school procedures

6. Person Specification

a. Essential

- Experience of working in a school or with children and families
- Knowledge of safeguarding procedures and KCSIE
- Understanding of attendance legislation and guidance
- Strong interpersonal and communication skills
- Ability to maintain professional boundaries whilst building positive relationships with pupils, families, and professionals
- Ability to handle sensitive and confidential information appropriately and in accordance with data protection requirements
- Ability to work independently, manage competing priorities, and exercise sound judgement
- Ability to analyse data and produce reports
- Ability to provide both support and appropriate challenge to families to improve outcomes for pupils
- Willingness and ability to undertake any relevant training
- High level of organisation and attention to detail
- Competence in IT systems (MIS, Excel, safeguarding systems)

b. Desirable

- Experience of Kent attendance procedures or similar local authority systems
- Safeguarding training (e.g. DSL training)
- Previous experience as a Designated Safeguarding Officer (DSO)
- Previous experience as an Attendance Officer
- Experience conducting home visits and multi-agency work
- Knowledge of Early Help processes
- Experience of Kent safeguarding processes

7. Safeguarding Statement

This role involves regulated activity with children. The postholder will be subject to:

- Enhanced DBS check
- Satisfactory references
- Compliance with KCSIE safeguarding requirements

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.