

Job Description

Job Title: Attendance Officer

Salary: Range 5

Contract: Term time only – 190 days plus 5 staff development days and 5 negotiated days

Hours per week: 37

Normal working hours: 8am to 4pm Monday to Thursday, 8am to 3.30pm Friday (with 30 minutes for lunch)

Responsible to: Deputy Headteacher

Job profile: Management of school attendance

Key responsibilities:

- The management of attendance data across the school
- The link person between the school and LA with regard to attendance
- The link person between the school and students/parents with regard to attendance

Responsibilities/tasks:

- Text parents via parent mail 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 SLO and Houses
- Fill out necessary paperwork and produce evidence of absences of Referrals to EWO
- Arrange meeting with students in school who have under 90% attendance
- Meet fortnightly with Heads of Year to discuss absences on the day and highlight any concerns
- Update Diary of Events regarding attendance concerns – this information is needed to support any referral to the SLO and substantiate evidence relating to court action.
- Monitor lesson monitor throughout the day particularly lesson 1 and 5
- Input AM & PM paper registers
- Input paper lesson registers
- Represent the school at quarterly attendance meetings
- Produce paperwork and gather evidence for Penalty Notice fines
- Maintain Penalty Notice spread sheet

- Maintain Leave of Absence spread sheet
- Produce Head Teachers Certificates of students whose parents have refused to pay fines
- Minute meetings held in school with parents who are at risk of referral due to low attendance
- Inform both KCC Admissions and KCC Attendance of students either leaving for Home Education, moving home or changing schools
- Respond by letter to Leave of Absence requests
- Send letters home to parents of students under 95% and 90% asking for medical evidence where applicable
- E-mail staff and Line Manager regarding missing AM and PM registers, lesson registers and any conflicting marks
- Input trip information onto sims
- Give support in the training of attendance on sims
- Follow up unauthorised absence where tutors have persistently not been provided with a note to cover the absence
- Provide attendance data to prospective employers/Further/Higher Education regarding attendance for pupils who have left school
- Where the input of the Attendance Officer is required attend and represent the school at Case Conference meetings on individual pupils held at local authority venues
- Liaise with AEN regarding students with attendance concerns
- Liaise with any 3rd party education provider regarding any student on dual role to accurately track attendance of students who attend their establishments
- Provide necessary support as directed by the Deputy Headteacher in monitoring students that are arriving late to school.
- Produce statistics regarding Lates
- Set up user-defined groups to target groups with particular attendance concerns
- Work collaboratively with the Pastoral Team and make appropriate referral to the Family Liaison Office (FLO)
- Carefully monitor the attendance of students flagged as vulnerable and report concerns to the Safeguarding Team in a timely fashion.

Person specification:

- Good standard of education
- Excellent ICT skills
- Able to work under pressure and use own initiative
- Effective communication and interpersonal skills with adults and children
- Confident and competent in the use of all aspects of MS Office and Sims
- Active interest in young people and education
- Self-motivated and able to work with minimum supervision

- Knowledge and understanding of school attendance guidance,

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 without change to the level of responsibility appropriate to the grade of post.