



Job Description

JOB TITLE	Attendance and Admissions Co-ordinator
JOB FAMILY	Pastoral
PHASE	Secondary
HOURS	37 hours per week
REPORTING TO	TSAT Attendance Lead (attendance), Principal's PA/Office Manager (admissions)
RESPONSIBLE FOR	n/a

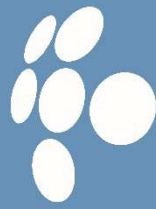
Job Purpose

- To promote excellent attendance and punctuality to reduce absence levels.
- To organise all admissions (including casual) to the school in a timely manner.
- To undertake the administration of Exclusion from school letters when required.

Duties and Responsibilities

Attendance

- To maintain confidentiality at all times in respect of school-related matters and adhere to GDPR protocol to prevent disclosure of confidential and sensitive information.
- To liaise with Academy staff, Trust staff, the KCC SLO, relevant outside agencies as well as parent/carers to improve and maintain attendance and punctuality.
- To ensure attendance registers are completed accurately. Follow Academy first day calling procedures to ensure there are no missing marks or unexplained absences.
- To comply with the TSAT attendance policy ensuring monitoring steps are followed where attendance falls below 96%. This includes sending percentage letters, request for medical evidence letters, arranging meetings with parents and referral to the Attendance Advisory Practitioner.
- Complete appropriate paperwork for FPN notices for unauthorised leave of absence.
- Arrange and conduct meetings as appropriate.
- Attend school assemblies to promote and celebrate regular attendance.
- Develop and maintain reward and award schemes to encourage and motivate pupils to achieve outstanding school attendance.
- To print official registers daily for use in the event of a fire.
- To produce and interpret information relating to attendance patterns and breakdown of vulnerable groups e.g. LAC, EAL, PP, FSM, etc.
- To monitor the attendance of vulnerable groups and ensure prompt action to inform relevant outside agencies when they are absent from school.
- Meet with the Attendance Advisory Practitioner and complete referrals as necessary.
- Undertake home visits as required.
- Refer Children Missing Education in line with statutory guidance.



- Provide accurate attendance data to SLT and Trust in a timely manner when requested e.g. Dashboard.
- Complete and return Persistent Absence data to the Local Authority.
- Attend regular Trust wide meetings and training.
- Maintain general administrative filing and paper and computer based records to ensure data can be extracted easily when required.
- Undertake other duties considered within the scope of the post, as required.
- Act in accordance with the equal opportunities policy and undertake duties as required by the School Development Plan.
- To take part in training as required.

Exclusion from school

- Complete the appropriate paperwork within statutory timescales when a child is excluded from school.
- Record exclusions on the School Information Management system.
- Update KELSI (KCC) with all information.
- Speak with parents regarding exclusion meetings.
- Know the KCC exclusion officer and contact details, should school or parent wish to discuss with them.

Admissions

- Receive completed admission paperwork from LA or directly into the Academy.
- Monitor spaces available within each year group and continuously update the principal.
- Obtain relevant information from previous school in relation to academic ability, behaviour, attendance and any welfare concerns.
- Raise any relevant concerns with the principal.
- Organise school visit, meeting and relevant associated paperwork.
- Liaise with Key Stage 3 /4 Manager over organisation of Easter and Summer school.
- Do all the timetabling for staff and students for Easter and Summer School.
- Report pupils on/off roll details to Local Authority and SLT e.g. Dashboard & tracking information.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.



- You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

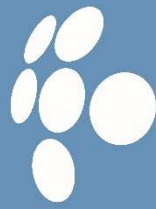
Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities



- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Attendance and Admissions Coordinator

Name:.....

Signed:

Date: