

Job Description - Attendance Officer

POST:	Attendance Officer.
RESPONSIBLE TO:	SLT and ultimately the Head Teacher and Governing Body.
RESPONSIBLE FOR:	Supporting the Senior Leadership Team to improve attendance and punctuality of pupils.
PURPOSE OF THE POST:	To promote and provide an efficient and effective attendance service, which focuses on the link between attendance and educational outcome, and which aims to support families to enable children to attend school regularly.

RANGE OF DUTIES AND RESPONSIBILITIES :

1. To closely monitor all daily registers and ensure accuracy of recording.
2. To follow First Day response process and follow up periods of absence appropriately.
3. To make phone calls, and in some cases visit the home of families, to ascertain reasons for non-attendance and where possible provide solutions and plans to improve or overcome barriers and maintain a record of these.
4. To arrange meetings involving other agencies or professionals in school, as appropriate, in order to further assist in improving attendance – this may include liaising with the Education Welfare Service.
5. To maintain records of all such meetings.
6. To use the data provided by school office in order to accurately populate registers, and where necessary follow up periods or patterns of absence – this may include requesting Medical Evidence for absence.
7. To liaise with high schools as appropriate to check on welfare of siblings and/or ascertain whereabouts of pupils.
8. To deal with Request for Leave of Absence for Exceptional Circumstances in a consistent and timely manner.
9. To ensure paperwork for Requests for Leave of Absence for Exceptional Circumstances is thorough and robust, in line with the Local Authority and National guidance on issuing Penalty Notices.
10. To have knowledge of the legislative framework in relation to attendance.
11. To issue, in partnership with the Pastoral Team and Headteacher, the paperwork linked to Fixed Penalty notices in line with Local Authority and National guidelines.
12. To maintain accurate records of pupils attendance; identify specific pupils/families to target and share information with staff/parents/ other agencies as requested.
13. To be aware of 'at risk' and other vulnerable groups in relation to attendance.
14. To work with children within school to address issues and barriers in relation to attendance patterns, and where appropriate share outcomes with parents/carers.

15. To monitor late arrivals daily and provide half termly data to analyse.
16. To create appropriate plans to aim to improve punctuality in pupils based on data patterns.
17. To provide relevant attendance data for Child Protection/FAM/LAC reviews as requested.
18. To attend any safeguarding meetings, or provide reports, where attendance is a concern.
19. To liaise with other agencies and/or schools to locate pupils who leave school roll and ensure accurate updates to registers.
20. To liaise with other agencies and/or schools to ensure accurate and up to date attendance information on mid-year transfers of pupils.
21. To complete and compile termly data report for Governors, and ensure monthly school data available in order to ensure attendance information is always up to date for inspections.
22. To complete and compile half termly Attendance Assembly, including preparing certificates, PowerPoint style assembly presentation, update displays and sharing of information with pupils/parents.
23. To maintain regular updated training on SIMS and other systems used to monitor attendance.
24. To work flexibly when necessary dependent on the needs of the service.
25. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
26. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
27. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.