



**Attendance Officer  
Job Description**

**Scale:** H3 **Reporting To:** SLT/LC **Contract:** 8.30 – 4.00 daily, 35 hours per week, term time only

**Purpose of the Role:**

As an Attendance Officer, you will provide a specialist service to help raise achievement by improving attendance and punctuality. The promotion of positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.

**N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.**

**Key Responsibilities:**

- (a) To have responsibility for monitoring, recording, following up and reporting on the attendance and punctuality of students.
- (b) To monitor attendance and punctuality in line with school policies and procedures, contact parents and staff.
- (c) To notify the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) and other designated staff of any concerns regarding individual pupil attendance/punctuality.
- (d) To communicate with staff/parents/carers or local authority as required.

**Each day:**

**Every morning:**

1. Check absence line and emails at the start of the day for absence calls.
2. Check for missing registers for afternoon registration for the previous day.
3. Note the teacher who has not completed their register correctly.
4. Check if teacher is present in school or a cover teacher.

**Every morning at 9am:**

5. Check for missing AM registers and send a register notification slip to relevant members of staff. If register is still not taken or explained, please go to the teacher to ascertain.
6. Check for any students who are highly vulnerable and absent and notify the Pastoral Support worker and Learning Coordinator immediately.
7. Send truancy alert message to parents where attendance is not explained by absence line/email.
8. Call parents of highly vulnerable students to notify them of their absence.
9. Check registers for N Codes and missing marks, complete these where you are able to.
10. Ensure there are NO missing marks or N codes. If an absence is unauthorised, note on SIMS and record the reason the school have chosen for it to be unauthorised.
11. Track attendance for patterns absence and notify the Learning Coordinator of any concerns.
12. Call parents to inform them of pattern occurring and follow up in an email to log concerns print email for students pastoral file for evidence of concern shared with parents.
13. Run a lates report for the start of school and each period of the day and send a copy to Learning Coordinators.
14. Identify any students who fall below 95% attendance and send home a Level 1 letter and ensure this action is logged on to the spreadsheet report.
15. Identify students who fall below 90% attendance and issue a Level 2 letter and students names to Learning Coordinator ensure this action is logged.
16. Send a daily attendance summary to Pastoral Lead and Learning Coordinators.



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**Every fortnight:**

1. Hold a meeting with Pastoral Support Worker and Pastoral Lead to discuss attendance concerns and inform them what action you and they have taken. Keep clear and accurate records of this.
2. Hold a meeting with relevant Learning Coordinators to discuss attendance concerns for the year group and inform them what action you and they have taken. Keep clear and accurate records of this.

**Other:**

1. Meet with parents as part of the Level 2 process to discuss attendance concerns and to write the attendance contracts.
2. Issue Fixed Penalty Notice Warning Letters where attendance meets this threshold.
3. Liaise with the Attendance Officer at County for intervention and support.

**Whole-school organisation, strategy and development:**

1. Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all.
2. Demonstrate the vision and values of the school in everyday work and practice.
3. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.

**Health and Safety:**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
2. Promote the safety and wellbeing of pupils
3. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**Working with colleagues and other relevant professionals:**

1. Collaborate and work with colleagues and other relevant professionals within and beyond the school
2. Develop effective professional relationships with colleagues.

**Management of staff and resources:**

1. Direct, supervise and provide support to support staff assigned to them.
2. Contribute to the recruitment, selection, appointment and professional development of other staff.
3. Monitor quality and standards of resources delegated to them.

**Professional development:**

1. Take part in the school's appraisal procedures.
2. Take part in further training and development in order to improve own teaching and overall performance.
3. Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

1. Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

**Other:**

1. The post holder must be committed to the safeguarding and welfare of all pupils.
2. This post is subject to an enhanced Disclosure and Barring Service check.

**June 2024**