



# Stepney All Saints School

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Headteacher: Mr B Siaw

## Job Description

**Job Title:** Attendance Officer

**Location:** Stepney All Saints School

**Position Type:** Permanent

**Grade:** SO1, points 23 – 25 (pro rata)

**Reports to:** Assistant Headteacher (attendance/safeguarding)

### Job Purpose:

To be responsible for the accurate administration, monitoring and analysis of attendance data, including first day contact, in order to promote excellent attendance across the school. The role involves working closely with staff, students, parents/carers and external agencies to identify patterns of absence, support interventions, and ensure compliance with statutory requirements and school policies.

### Key Responsibilities:

- Responsible for the school's electronic attendance database, including maintenance and monitoring of the attendance records/ absences in line with legislation and regulations
- Responsibility for 6th form attendance
- Executive responsibility for whole school attendance
- Co-ordination of first day contact with parents/ carers for the BPOs
- Enforcement of the 'N' code first day protocol. This activates school response to non-contact.
- Liaison with staff to follow through incomplete registrations and reasons for absence
- Liaison with HOYs and conduct interviews and reviews for attendance target pupils (attendance below 90%)
- Completion of AWA referrals for FPN (Fixed Penalty Notices)
- Attendance at weekly meetings with the Safeguarding leads
- Responsibility for producing lists, information and running reports relating to attendance data, as requested
- Generation of parent letters for below target attendance, to also generate parent letters and certificates as required each half term, term and year
- Compilation and maintenance of the school's attendance data profile, including reasons for absence, and vulnerable groups at risk of absence



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- Liaison with school registrar to ensure that correct off-rolling procedures are followed
- In the event of a CME (Children Missing Education) concern, to liaise with safeguarding leads and AWA to ensure correct referral procedures are followed
- Production of returns for external agencies including the LB of Tower Hamlets

## Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

## Child protection

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 School.

## Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

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Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher