

Attendance Officer

Job Description

Line Manager	School Business Manager		
Grade	7	Salary Range	24-31

Job Purpose

The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. It is important to:

- Promote and support high levels of attendance
- Support students in achieving their full academic potential
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers

Job Summary

- To be responsible for the collection, collation, maintenance and publication of Attendance data in accordance with DCSF and Local Authority (LA) guidelines
- To maintain the school's computerised databases of pupil information in connection with attendance and punctuality
- To liaise with internal and external agencies (EWO) to ensure that attendance levels meet recommended levels

Main Duties & Responsibilities

- Maintain accurate student attendance and lateness records on the SIMS.Net Attendance Module on a daily basis.
- Follow up student absences and lateness by telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
- Register late students and inform Heads of Year/Form tutors
- Provide daily student registers for appropriate activities e.g. fire registers, school assembly.
- Initiate and follow through appropriate sanctions in liaison with relevant colleagues and other professionals including fines and court action.
- Identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality and assist in raising standards.
- In liaison with relevant colleagues / school management, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
- To complete the pupil attendance section of the Pupil Census.
- Provide accurate and timely attendance and lateness reports to relevant colleagues, Senior Leadership Team and other professionals e.g. EWO, as well as information required at court hearings.

- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality.
- Report any welfare and/or child protection concerns as per the school policies and procedures including the completion of the CAF referral with regard to attendance
- Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance.
- Assist in the completion of accurate statistical returns regarding student attendance and punctuality as required by the school, local authority and DfE.
- Produce a half termly/Fortnightly summary of attendance across the school and any other reporting on attendance as required
- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- To work as part of the school's administration team located in the main office and carry out general administration tasks, as well as provide an efficient and effective visitors' / student reception both face to face and on the telephone, answering general enquiries and maintaining security requirements and confidentiality.
- Cover in the absence of team members
- Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Attend relevant school meetings, as well as any other meetings associated with this role.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

