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**Attendance Officer – Data, Administration, Reporting**

The Attendance Officer – Data, Administration Report,is responsible to the Office Manager for:

* Taking leading role in implementing the school attendance management policy/procedures
* Maintaining up-to-date knowledge and skills in accordance with service specifications and DFE and DMBC standards through regular training and performance review
* Ensuring you are aware of current trends, difficulties and changes in national school attendance; including statutory and non-statutory changes
* The administration of attendance within MIS (management information system) including administration tasks linked to attendance;
* Making and receiving calls from parents of absent students on a daily basis;
* Using MIS system to notify staff and student about authorised absence during the school day;
	+ Updating the register with signing in / out information.
* After AM registration implementing the first day response text messaging procedure for all first day absences;
* Managing the late system issuing detentions and communications regarding lateness;
* Liaison with staff regarding missing registers;
	+ Maintaining records of missing/inaccurate registers for all lessons using the MIS
	+ Staff training if needed
* Ensuring accuracy of daily data through daily data cleansing;
* Ensuring accuracy of census data;
* Put in place recurring attendance reports and schedule to run daily for the Pastoral Teams and SMT to access; Providing daily attendance data to Pastoral Teams and SMT;
* Updating the local authority portal in the following instances:
	+ Child Missing Education (CME)
	+ Elective Home Education (EHE)
	+ Holiday requests, outcomes and Fixed Penalty Notices (FPN)
	+ Admissions to roll
	+ Deletion from roll
* Managing the ‘fire report’ on a daily basis;
* Making follow-up calls when students have not returned from a holiday;
* Administering letters to parents about attendance/punctuality concerns and recording on MIS;
* Any other reasonable duties as required by the Principal.