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## Secondary Phase Admissions & Attendance

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**Accountable to:** Executive Co- Headteachers and Principal

**Location:** Peninsula Campus

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As a key support staff professional who works to support a range of leaders, the post holder will take responsibility for providing up to date secondary phase admissions, attendance and examination information. In this role the post holder will be dealing with sensitive information and is expected to maintain strict confidentiality in all matters, and in particular those relating to student admissions and attendance.

The main areas of responsibility will be:

### **Admissions**

- To lead and manage the co-ordination of the admissions process throughout for the secondary phase.
- To liaise internally with all stakeholders in order to ensure a high-quality service is delivered throughout the whole admissions process. [SEP]
- To identify issues, trends and problems which may have an impact on secondary admissions.
- To collate accurate information and statistics relating to admissions.
- To support the Executive Co-Headteachers in policy and processes matters relating to the admission of students.
- To inspire confidence in prospective parents and maintain such confidence throughout the application journey.
- To assist, alongside the wider Federation team, with the setting up of open days, information and marketing events, scheduled tours of the schools.
- To contribute to the development of the Federation brand and reputation
- To develop admissions material, including the parent handbook, prospectus and any other Admissions related literature.
- To liaise with the Principal on a regular basis regarding in-year admissions.
- To induct new students in accordance with procedures for in-year admissions.
- Send pupil leavers files to new schools

## **Attendance**

- Input daily Pupil attendance figures
- To send out letters to parents to alert them to the concerns school has about their child's attendance and/or punctuality.
- To invite parents into the school to discuss the situation with either the Home School Link Worker/ Welfare Officer or Attendance Lead or Officer.
- To undertake interventions and offer support where possible/appropriate, through school resources and/or outside agencies.
- To use Royal Borough of Greenwich's Guidance to Improve Attendance.
- To hold pre-referral meetings to address irregular school attendance, in the presence of the Officer from the Attendance Advisory Service of the Local Authority.
- To undertake referrals to the Attendance Advisory Service if a student's unauthorised absence reaches 10% or more.
- To monitor the overall level of attendance and punctuality for the secondary phase to keep senior leaders informed and up to date especially if there is a decrease.
- To follow and adhere to the LA guidance and DfE legalisation regarding Child Missing Education (CME). If a child has been absent from school for 20 consecutive days without good reason and their whereabouts are unknown, the school has a legal obligation to report the child as missing education to the relevant local authority. In accordance with DfE regulations the child may be removed from the school roll.
- To provide parents with a Leavers form, so that we know the new address (if relevant) of the school a student transferring to. To follow the CME procedures if we do not receive the information.
- To ensure the correct procedure is followed if a parent chooses to elective home educate their child.
- To ensure the school complies with the requirement to complete the DfE Attendance Monitoring form each term and the LA's Standards and Strategy team and Attendance Advisory Service forms.
- To provide the Executive Co-Headteacher's report to Governors an update of the attendance statistics within the secondary phase on a termly basis.

## **General Admin Support**

- Welcome visitors and ensure signing in procedure/visitor pass are administered
- Deal with incoming telephone calls and direct as necessary
- Text/email parents as necessary
- Manage parental queries – face to face/email or on the telephone
- Letter & Document writing: Assist School Leaders in preparation of written documents to parents, governors and agencies, distribute as appropriate via hard copy or email
- To prepare outgoing mail for postage.
- To support the Welfare desk if necessary, with pupil first aid, looking after sick pupils, liaising with parents/staff etc. and help maintain the school's records on first aid
- To provide refreshments for visitors and meetings.
- Undertake routine administration tasks inc. photocopying

## **Other Duties**

- To maintain strict confidentiality at all times and observe data protection and associated guidelines where appropriate.
- To carry out the duties and responsibilities of the post in compliance with the Federation's Equal Opportunities Policy.

- Observe all Federation practices relating to child protection, security, fire and emergency and Health and Safety.
- To understand and comply with all relevant Federation policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.
- Participate in in-service training as appropriate to role.
- A flexible attitude to working hours is necessary as the post holder will sometimes be required to work additional hours when the pressure of work necessitates it and for events such as open evenings.
- To cover for absent colleagues and undertake other duties commensurate with the grade
- To uphold the Christian values and support the Christian ethos within the federation of schools.
- Undertake such duties as are delegated by the Executive Co-Headteachers or the Principal.