

Job Description

Job Title:	Attendance Manager
Department/Group:	Associate Staff
Hours of Work:	Term Time Only plus 1 week (40 weeks) 36 hours per week 8:00am-4:00pm Monday-Thursday (45 minute break) 8:00am-3:45pm Friday (45 minute break)
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose of Post:	
<p>To lead and be responsible for the management, advice and support on all day to day matters relating to Rooks Heath student attendance and punctuality (Year 7 -11).</p> <p>To devise and implement creative and innovative strategies to achieve and maintain excellent levels of attendance across our school, including proactively assisting parents to fulfil their legal responsibilities in this respect so that students are able to receive an education appropriate to their age, aptitude and ability and any special educational needs they might have.</p> <p>To develop systems which promote and improve attendance and punctuality with the ultimate aim of achieving and maintaining at least 95% student attendance as laid down in the Government guidelines.</p> <p>To liaise with parents and external agencies during the day to help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.</p> <p>To produce accurate attendance and punctuality reports for senior leaders and governors highlighting key trends and recommending actions to be taken, working closely with Deputy Headteacher, Pastoral.</p>	
Responsibilities and Accountabilities:	
<ol style="list-style-type: none"> 1. To build positive working relationships between the school, families and other stakeholders to maximise student attendance. 2. To be the first point of contact with families and other stakeholder for all attendance and punctuality related matters. 3. To communicate regularly with families to remind them of the school's expectations with regards to attendance, punctuality and absence. 4. To be responsible for devising and implementing creative and innovative strategies that support the school in meeting agreed targets and outcomes for the school with respect to attendance and punctuality, tracking impact in order to guide and lead other staff with next steps in agreement with the school attendance champion. 	

5. To track attendance to identify those students in need of support by reason of their absence.
6. To manage, guide and support staff, parents and children in dealing with issues of concern.
7. To assist the school to safeguard students through joint work with partner agencies.
8. To identify and assess need and plan appropriate interventions, implement effective actions and evaluate impact of outcomes against agreed objectives, whilst involving students and parents in decisions whenever possible.
9. To focus on school/Partnership responsibilities for children by:
 - Carrying out assessments on appropriate referrals using the common assessment framework and the Attendance Intervention Model (AIM).
10. To implement assertively, consistently and accurately the administration of notices to improve and fixed penalty notices and referrals for prosecution where appropriate.
11. To monitor and analyse whole school attendance data and advise key staff of trends, concerns and referrals.
12. To maintain appropriate records including to compile and maintain persistent absentees' files and facilitate regular reviews to ensure that short and long-term plans are realistic and achievable, and administration is kept up to date.
13. To manage applications for term time absence and to maintain appropriate records of those who have taken such absence with relevant actions taken.
14. To prepare clear and concise Attendance and Punctuality reports as necessary.
15. To engage parents/carers directly, often in the context of their own homes, using a variety and a range of skills to enable them to understand and fulfil their legal responsibilities in relation to their children's school attendance.
16. To consult with and provide information and advice to other agencies and school staff to ensure the student's needs are met and that he/she receives an appropriate education. To support the Multi-Agency process, which will include being the lead professional in some cases.
17. To refer cases to the Designated Lead for Safeguarding (Child Protection) at the school and work jointly with the Pastoral Team and other social work teams for the safety and protection of children within the context of the school and Local Authority Child Protection Procedures.
18. To uphold the policies with the school for anti-discriminatory practice and equality of opportunity.
19. To uphold the school and other department's Health and Safety and Safeguarding (Child Protection) requirements, particularly with regards to agreed codes of practice and safe methods of working.
20. To have regard in all areas of work to the welfare of the child in any situation where abuse is suspected in accordance with the Safeguarding Procedures. This includes:
 - Providing reports and attending Case Conferences and Reviews
 - Participating in Core Groups
 - Joint casework with other children's services, including initial assessments
21. To manage and develop attendance and punctuality follow up procedures, including rewards.

22. To be part of a team providing support to other areas such as Admissions, Reception or Welfare as necessary.
23. To supervise the Attendance Assistant and trainee social workers, providing leadership and guidance including creating training programmes which drive up attendance and punctuality with measurable impact.
24. To be responsible for the attendance budget.
25. To comply with the school policies and procedures at all times.

Attendance – Daily

26. To manage registers and other records making amendments as necessary, recording absences, offsite activities, holidays, welfare, internal exclusion etc.
27. To carry out a daily gate duty, recording late arrivals between 8:50am – 9:10am
28. To email/text parents/carers of all students who have an unexplained absence to establish reason for absence. To make a follow up phone call if no response received.
29. To inform Heads of Year, the SENCO, the safeguarding team of any vulnerable students who have not attended school.
30. To inform Heads of Year, the student support team and parent/carer of any student found truanting.
31. To check for patterns of non-attendance and inform Heads of Year.
32. To record late to school students via the management information system (Bromcom).
33. To manage and maintain an oversight of attendance and punctuality data.
34. To liaise with Welfare over the attendance of Looked After Children (LAC).
35. To check missing registers, particularly for registration and P4 (PM reg) and e-mail teachers to complete.
36. Reporting data to the DfE as required.

Attendance - Weekly

37. To analyse and report data on attendance and maintain forensic tracking of student data.
38. To produce weekly reports of attendance and lateness for Headteacher, DHT Pastoral, Heads of Year and Form Tutors and to record information returned by the tutors.
39. To monitor and record attendance of pupils educated off site or on joint roll.
40. To highlight key trends, patterns and key concerns with attendance champion and Head Teacher.

Attendance – Termly

41. To generate half termly tutor group attendance reports for each tutor.
42. To promote and award 100% attendance and 100% punctuality certificates.
43. Before every half term, to write to all parents/carers of students who have less than 90% attendance expressing concerns and record communication in Bromcom.

44. With Heads of Year, to meet with parents/carers when there are ongoing concerns re attendance e.g., if no improvement in attendance following letters home.
45. To refer to Children's Services in cases where parents/carers will not engage as per the Attendance Intervention Model (AIM).
46. To record phone calls made and letters sent as evidence on a spreadsheet.
47. To monitor individual and group attendance patterns and trends, taking intervention steps where needed.
48. To produce accurate reports for the Governing Body on attendance, and information on interventions, outcomes, and trends, interpreting and presenting data for a variety of recipients including the impact of initiatives and interventions.
49. To liaise with the Data Manager and ensure the attendance/absences are recorded accurately for Census.

Attendance – General

50. To take students off roll, liaising with the Admissions Officer, other schools, and the Civic Centre for final confirmation on when to take off roll.
51. To work directly with students and parents/carers who are at risk of becoming Persistent Absentees.
52. To manage appropriate referrals for Children Missing in Education (CME) in liaison with local council.
53. To manage the attendance database in the MIS and ensure it is kept up to date.
54. To advise the management team of possible improvements to the system.
55. To meet regularly with HOYs, SSH and Headteacher to review key students particularly those accessing support in more than one area.
56. To prepare detailed reports for the Headteacher, Deputy Heads, Assistant Head Teachers, Heads of Year, SSH, subject teachers, and any others, as requested.
57. Periodically use the FFT Attendance Tracker to monitor RH attendance compared to FFT National Attendance.

Contribution to the whole life of the school:

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.

Line Management	
The Attendance Manager will be directly line managed by the Data Manager and managed by the Director of Business.	
Last Updated:	17.10.2024