



Job Description **Attendance Officer** *July 2019*

Accountable to: Assistant Vice Principal
Responsible to: Operational Business Manager

Principle Responsibilities:

- The management of attendance data across the school including target or vulnerable groups
- The link person between the school and students/parents in regards to attendance
- To identify and work with individuals and groups of students, ensuring regular attendance checks
- To work closely with parents/cares and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school and parents/carers.
- To manage the admissions to the school (Year 7 and in-year)

Specific Duties

- To work with groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To undertake home/school visits as designated by the school
- To interpret information relating to attendance patterns and identify key areas of concern for Pastoral Mentors, Progress Leaders and SLT.
- Produce statistics on a fortnightly basis of all students under 90% attendance for years 7-11. Supply reason for absence of all students under 85%.
- To ensure registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To check and remind staff to complete registers as necessary, input registers if necessary.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.

- To monitor the attendance of vulnerable groups of students and liaise with staff and SEND department
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e exams, trips, sporting events, work experience etc. and to keep registers and staff updated
- To check accuracy and correct coding on registers before printing off official registers and filing away on a 6 term basis.
- To print off official registers daily and explained absences to ensure they are at hand in the event of a fire.
- To follow attendance policy and send out letters as required
- To provide updates for staff on student absence
- To collate, maintain and update attendance data
- To work alongside relevant staff, teachers, SLT to improve attendance
- To keep up to date with Go 4 Schools training
- To produce paperwork and gather evidence, as necessary, for absence penalty fines.
- Produce statistics regarding late marks
- Do a late gate for a 15 minute period recording any students who are late into school
- Provide attendance data to prospective employers/further/higher education regarding attendance for pupils who have left the school

This job description is not exhaustive and the postholder may be required to undertake other duties as reasonably required by the Business Manager.

Signed: (Manager)

Dated:

Signed: (Post Holder)

Dated: