

Diss High School  
Attendance Manager  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	Attendance Manager
<b>Salary range / job grade:</b>	NJC 18-22
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	<p>Leading strategies to raise attendance levels and reduce persistent absence. Providing a high standard of attendance system management and administration, to contribute towards the excellent attendance of pupils. Lead for this strategic school function as well as supporting the Trust-wide Attendance Strategy</p> <p>Line management of the Attendance administrators</p>
<b>Effective Date:</b>	

<b>Role and Context</b>	
<b>Duties and Responsibilities:</b>	<p>Maintenance of the school attendance register, by checking that daily attendance records are input electronically by form tutors and class teachers and follow up as appropriate for missing registers.</p> <p>Identifying missing marks and unexplained absences at registration periods, contacting parents to identify reasons for non-attendance as necessary.</p> <p>Following up unexplained absences, liaising with staff and parents. This includes working with the Pastoral Leads in making home visits when required.</p> <p>Identifying patterns of absence and creating attendance action plans, liaising with appropriate Pupils Support Leaders and parents.</p> <p>Manage and deal with calls on the School Absence Line.</p> <p>Coding attendance records with all received absence notes from parents, including requests for absence due to family holidays.</p> <p>Promoting good attendance via appropriate displays, celebrations and information packages, including via social media.</p> <p>Producing data for attendance reports and analyses for SLT and the LGB in accordance with agreed frequencies.</p>

	<p>Arranging and leading meetings with pupils, parents, staff and outside agencies in relation to attendance matters, and provide supporting documentation, in line with Working Together to Improve School Attendance guidelines and Norfolk County Council Guidelines</p> <p>Liaise with the Attendance Team at Norfolk County Council as required including half termly Targeted Support Meetings and associated paperwork.</p> <p>To liaise with external agencies and feeder primary schools as required. Maintaining and updating the school's persistent absence database, and others, as appropriate.</p> <p>Co-ordinate provision for pupils not in school full time, for example those with part time timetables.</p> <p>Undertaking clerical and administrative functions related to the post.</p> <p>To complete deletion from roll forms for Norfolk County Council</p> <p>To lead on all statutory functions in relation to prosecutions for non-attendance at school; Attendance Order Proceedings for children missing education (CME) and Fixed Penalty Notices (FPNs).</p> <p>To prepare documents for court around the prosecution of parents whose children do not attend school.</p> <p>To advise colleagues on whole school attendance strategies, legal sanctions; and policy and procedure; in relation to school non-attendance.</p> <p>Keep abreast of changes in legislation and relevant DfE guidance and contribute to developing, monitoring and reviewing the Trust schools' practices, including definitions of long-term objectives and common minimum standard</p> <p>Take a lead role in developing policy and practice in relation to legislation relevant to school attendance, children missing in education and home education.</p> <p>To work collaboratively with Attendance Managers across the Trust to help to develop attendance strategies</p>
<p><b>General Duties:</b></p>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority</li> <li>• To be a trained first aider and fire marshal</li> <li>• To maintain Staff and Pupil confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>
<p><b>General Information and review:</b></p>	

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:**

**Date:**

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