



# KING EDWARD VI BALAAM WOOD ACADEMY

*Educational excellence for our City*

## **Job Description**

*~ Attendance & Admissions Officer ~*

**King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU**

<b>Title</b>	<b>Attendance &amp; Admissions Officer</b>
<b>Salary</b>	SCP 13-16 £29,064-£30,518 (Actual Salary: £26,114-£27,420)
<b>Hours</b>	36.5 hours per week
<b>Reports to</b>	Assistant Headteacher
<b>Disclosure level</b>	Enhanced
<b>Purpose</b>	To promote excellent attendance and punctuality across the academy whilst coordinating and administering the academy's admissions processes. The postholder will work closely with pupils, families, staff and external agencies to support attendance, ensure accurate pupil records and facilitate the smooth admission of pupils into the academy.
<b>Duties and responsibilities</b>	<p><b>Attendance Monitoring and Recording</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date pupil attendance records using the academy's MIS system.</li> <li>• Monitor daily attendance, identifying absences and patterns of concern.</li> <li>• Follow up on unexplained absences promptly, including first-day calling procedures.</li> </ul> <p><b>Intervention and Support</b></p> <ul style="list-style-type: none"> <li>• Identify pupils with attendance concerns and work proactively to improve attendance.</li> <li>• Liaise with parents/carers to address absence issues and provide support where needed.</li> <li>• Arrange and attend meetings with parents/carers regarding attendance concerns.</li> <li>• Work with pastoral staff to implement intervention strategies and action plans.</li> </ul> <p><b>Admissions Administration</b></p>

- Act as the academy's first point of contact for admissions enquiries from parents/carers and external agencies.
- Coordinate in-year admissions in accordance with the academy's admissions policy and local authority procedures.
- Process admissions applications and maintain accurate admissions records.
- Arrange and support admissions meetings, tours and induction activities for prospective pupils and families.
- Liaise with feeder schools, previous schools and the Local Authority regarding pupil transfers and admissions.
- Ensure all required documentation is obtained, recorded and filed prior to admission.
- Liaise with the Data Manager to ensure admissions, leavers and pupil data are updated accurately and promptly within the academy MIS.
- Support the preparation and submission of admissions-related returns and reports.
- Maintain waiting lists in accordance with academy and Local Authority requirements.
- Assist with transition arrangements for new pupils joining the academy throughout the academic year.

#### **Communication**

- Act as a key point of contact for attendance-related queries from staff, parents, carers, and external agencies.
- Produce attendance reports for senior leaders, governors, and external bodies as required.
- Communicate attendance expectations clearly to pupils and families.
- Respond to admissions enquiries from prospective parents, carers and external agencies in a professional and timely manner.

#### **Compliance and Safeguarding**

- Ensure attendance procedures comply with statutory requirements and school policies.
- Support safeguarding processes by identifying and reporting attendance-related concerns.
- Work with external agencies (e.g. Education Welfare Officers) where appropriate.

#### **Administration**

- Prepare and issue attendance letters and documentation.
- Maintain accurate records of interventions and communications.
- Support the administration of penalty notices where applicable.
- Maintain accurate admissions records and pupil files in accordance with GDPR and academy policies.
- Produce admissions data and reports as required by senior leaders, governors and external agencies.

<p>The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Line Manager or the Headteacher, commensurate with the grade of the post.</p>	

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Line Manager or Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

**Postholder:**

**Postholder Signature:**

**To be reviewed on an annual basis.**

**Date: June 2026**