



Job description: Attendance Officer

Reporting to:	AHT Pastoral
Location:	Hamstead Hall Academy
Salary:	Support Staff Grade 3
Working Pattern:	Term time only 36.5 hours per week
Contract type:	Temporary Mat cover (1 Year)

Main purpose

- To ensure student attendance
- Monitor and report on whole-school attendance data, analysing data and trends to identify key areas of concern
- To work closely with pupils, staff, parents, and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue
- Craft individualised attendance plans and provide support and interventions as appropriate
- To identify any safeguarding issue in line with the school procedures

Duties and responsibilities

Administration

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Manage the punctuality system (lates in the morning and detentions)
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems e.g. FFT Aspire
- Ensure that the school's vulnerable first approach is applied for all analysis and actions
- Ability to work alongside Designated Safeguarding Leads and Educational Welfare Officer
- Work in collaboration with the Educational Welfare Officer
- Co-ordinate home visits in line with the home visit procedures and ensure the recording of these visits on CPOMS
- Work in collaboration with the school nurse where absences are related to medical conditions/concerns

Monitoring and reporting

- Produce and interpret weekly and half term attendance reports for progress and school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance and ensure relevant actions are implemented



- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Establish procedures for first-day calling and managing absences effectively
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Attend meeting with progress leaders and or the senior leadership team to communicate actions implemented as and when required
- Undertake relevant training related to attendance

Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Undertake relevant training related to attendance
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when absence including persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Use CPOMS to log safeguarding concerns



Person specification : Attendance Officer

Qualifications and training

- GCSE or equivalent level, including at least a Grade C in English and Math's
- Relevant first aid qualification (desirable)
- Full UK Driving License (Desirable)

Experience

- Knowledge and understanding of current legislation and guidance relating to school attendance including the DfE guidance: 'Working together to improve attendance'
- Knowledge of the legal framework governing attendance and enforcement measure for non-attendance
- Experience working in a school environment or other educational setting.
- Experience identifying interventions to raise attendance of pupils
- Experience working directly with pupils and parents
- Experience working collaboratively with colleagues
- Experience analysing data and producing reports and identifying key insights
- Experience with IT systems

Skills and knowledge

- Good listening skills
- Effective written and verbal communication skills
- Knowledge of the possible interventions to raise attendance
- Knowledge of the potential barriers to high attendance that pupils may face
- Ability to tailor interventions to individual pupils
- Ability to use IT systems and to conduct analysis and produce reports and keep accurate pupil registers
- Strong knowledge of absence and attendance codes
- Good knowledge of Excel
- Ability to create good relationships with pupils, staff and parents
- Ability to identify trends with pupils' attendance

Personal qualities

- Willingness to provide the best possible opportunities for all pupils
- Organised, proactive and self-motivated
- Good time management skills
- Commitment to upholding and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Ability to maintain confidentiality at all times
- Committed to safeguarding, equality, diversity and inclusion
- Ability to work with all key stakeholders

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Review and Amendment

This job description is subject to an annual review. It may be amended at the request of the CEO, Headteacher or the post holder after consultation