



Attendance Officer Job Description

1. Attendance Officer – Job Description

Purpose

- To promote excellent attendance and punctuality by maintaining accurate records, building strong and supportive relationships with families, working collaboratively with staff and external agencies, supporting early intervention, and contributing to safeguarding and whole-school improvement.

1. Attendance Monitoring & MIS Administration

- Maintain accurate electronic attendance registers in accordance with statutory requirements, ensuring all sessions are coded correctly and reflect real-time attendance status.
- Update attendance records daily, including correcting N codes within the required 5-day timeframe, and ensuring that all amendments meet legal expectations.
- Use the school's MIS system confidently to input, amend and analyse attendance and punctuality data, generating reports for SMT and external agencies.

2. Daily Attendance & Punctuality Processes

- Carry out first-day calling procedures to establish reasons for absence, ensuring timely follow-up and referral to safeguarding staff where concerns arise.
- Monitor daily punctuality, identifying pupils who are persistently late and engaging with families to support improved morning routines and timeliness.
- Ensure all late arrivals are recorded accurately using the correct statutory codes and follow school procedures when pupils arrive after the register has closed.
- Work with office staff to maintain multiple emergency contact numbers for each pupil where reasonably practicable, ensuring communication can be made swiftly when required.
- Attend home visits to parents/carers for pupil's in line with the attendance policy.

3. Working with Parents & Removing Barriers

- Build positive, trusting and supportive relationships with parents and carers, recognising their central role in ensuring young children attend school regularly and on time.
- Meet regularly with parents of pupils at risk of persistence or severe absence to explore reasons for absence, identify barriers and agree practical, achievable solutions.
- Communicate effectively with parents using clear and accessible language, ensuring they fully understand attendance expectations and the impact of irregular attendance on learning.

4. Early Intervention & Support-First Approach

- Implement the Support First approach by ensuring that appropriate help is offered to families before any legal action is considered, unless support is inappropriate (e.g., unauthorised term-time holidays).
- Make timely referrals to external support services, such as Early Help, School Nursing, Family Support Workers, Mental Health Support Teams and other agencies involved in reducing barriers to attendance.
- Maintain detailed, accurate and chronological records of interventions, discussions and actions, ensuring these can be used to support evidence if legal action becomes necessary.

5. Term-Time Leave & Legal Responsibilities

- Process leave of absence requests in accordance with legislation.
- Record leave accurately using the correct statutory codes, informing parents of the potential for penalty notices or legal consequences where leave is not authorised.
- Support the Headteacher and local authority by preparing evidence for Notices to Improve, Penalty Notices, attendance contracts and other legal processes as needed.
- For pupils taking holidays abroad, obtain details of the destination and confirmed return date and request evidence of booked travel (e.g., flight confirmation) to ensure absence is accurately recorded and safeguarding requirements are met.

6. Safeguarding & Multi-Agency Work

- Contribute actively to internal safeguarding meetings, providing up-to-date attendance and punctuality information to support early identification of risk.
- Work closely with the Designated Safeguarding Lead (DSL) to escalate unexplained, concerning or prolonged absence immediately.
- Attend Targeting Support Meetings with the local authority, sharing relevant information and supporting multi-agency planning.
- Share attendance information with social workers for children with social care involvement, ensuring concerns are communicated promptly.

7. Working with External Agencies

- Liaise effectively with School Nursing Teams, Early Help Services, Family Support Workers, Mental Health Support Teams and other relevant professionals to address health, wellbeing- or home-based barriers to attendance.
- Provide external agencies with accurate attendance and punctuality information to support assessments and integrated family plans.
- Contribute to multi-disciplinary meetings, ensuring attendance considerations are central to the support provided to children and families.

8. Data Analysis, Reporting & Action Planning

- Work closely with the Data Manager to analyse attendance and punctuality trends across individuals, classes and identified pupil groups, identifying priority pupils and emerging patterns.
- Meet regularly with the Senior Management Team (SMT) to present findings, discuss concerns, and agree actions.
- Contribute to the writing, implementation and review of the school's Attendance Action Plan, ensuring follow-up actions are completed and evaluated for impact.

9. Transfer of Records for Leavers

- Prepare and securely transfer attendance and safeguarding records for pupils who leave the school, ensuring receiving schools receive timely and complete information.
- Complete statutory Deletion Returns in line with legal expectations, providing all required information to the local authority.
- Assist the DSL with reasonable enquiries when a child's destination school is unknown and follow Children Missing Education procedures.

10. Promoting a Positive Attendance & Punctuality Culture

- Support whole-school initiatives to promote excellent attendance and punctuality, including rewards, displays and communication drives.
- Reinforce consistent messaging with pupils, staff and parents about the importance of good attendance and punctuality for learning and wellbeing.