



Deer Park School

## DRAFT JOB DESCRIPTION

JOB TITLE:	Attendance Officer
GRADE:	Grade C
WORKING WEEKS/ HOURS:	38 weeks; 35 hours per week
TIMES WORKED:	Monday to Friday 8.00am – 3.30pm

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Deputy Head - Pastoral

---

### GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

---

### JOB PURPOSE

To monitor whole school attendance, persistent absence and punctuality.

---

### RESPONSIBILITIES/ACCOUNTABILITIES:

- Ongoing monitoring of attendance for students in Years 7 to 11 Follow up on unexplained or excessive absences and lateness, contacting students and their families to investigate the reasons behind poor attendance and to offer support.
- Identifying and following up on patterns and trends of absence.
- Participate in staff meetings, professional development opportunities, and training sessions to stay informed on best practices related to student attendance and intervention.
- Assist in developing and promoting programs to improve student attendance, such as reward systems or outreach efforts for students with frequent absences.

- Identify and inform the Year Team when home visits are required and assist with these when required.
- Identify students who require support with their attendance and welfare needs.
- Liaise with the Senior Leadership Team, Head of Year and Tutors, SENCo, The Family Support Worker and Safeguarding Officer and other relevant staff regarding students who are of concern.
- Raise attendance issues with parents; meet with both students and parents in order to support them to improve attendance.
- Meet with Heads of Year on a fortnightly basis and refer students through the stage process who are not meeting attendance targets.
- Complete relevant referrals to outside agencies, for example LIT referrals, to support students improve their attendance and punctuality to school.
- Attend meetings with the Legal Intervention Team and multi agencies as a representative of the school and liaise with relevant staff and outside agencies that can support students in successfully improving their attendance and/or welfare.
- To issue Fixed Penalty Notices to parents of students who take their child on an unauthorised holiday during term time or for parents of students who do not attend school regularly without valid reason.
- Monitors Child Missing in Education thresholds and students not attending school, ensuring that CME protocols are followed, including the completion of IARF as part of the process.
- Managing all administrative tasks regarding attendance.
- Produce a half termly summary of attendance across the school and any other reporting on attendance as required.
- To be a key home/school communication link, dealing with queries from parents, and offering support and guidance as required.
- To help support the Student Services Team and be available for support' when concerns are raised during the school day regarding attendance matters.
- To check for absences and potential truancy.
- To monitor and coordinate late/truancy detentions.
- Such other duties may be reasonably allocated or directed within the purview of the post.
- To monitor daily punctuality and co-ordinate lates detentions including communication with home.
- To send follow up meeting letters to parents and outside agencies following attendance related meetings.

## NOTES

- The School and site is open between the hours of 6.00am and 7pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as

- (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
  - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
    - (a) overtime has been worked by agreement with the Headteacher.
    - (b) to attend a special event e.g. graduation.
- 

## **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

---

## **PERFORMANCE REVIEW (IPP)**

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the SLL – Pastoral.

Date Prepared:	March 2026
Prepared By:	Headteacher
Date Reviewed:	
Reviewed By:	