

Job Description – Attendance Officer

Job title	Attendance Officer
Grade	Support Band D
Responsible to	Vice Principal
Effective from	March 2026

Summit Learning Trust Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Role Purpose

- To contribute to raising achievement by improving academy attendance.
- To provide a specialist service to assist the academy in meeting their obligations and targets in relation to academy attendance, especially persistent absence.
- To promote positive attitudes by learners and families towards education and to ensure that parents and carers are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual learners, facilitating their return or access to regular full-time education provision.
- To establish and develop a professional service to support the academy in raising attendance, investigating persistent absences and improving punctuality.

Main duties and responsibilities:

- To advise the academy on strategies to promote the regular and punctual attendance of all learners and assist with the implementation of the strategies.
- Meet with academy colleagues, learners and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To establish the reason for non- attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- Follow Policy of ‘first day contact’ within the academy.
- Check and remind any necessary colleagues to complete registers.
- Ensure all unexplained absences are accounted for or send automated email requesting an explanation.
- Input timely information i.e. exams, music trips, sporting events, work-based learning appointments, absence reports etc and to keep essential colleagues updated
- To check accuracy and correct coding on registers.

- To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the academy is carrying out its statutory responsibility in respect of learners. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with other members of EWS as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the academy.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to academy attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, academy colleagues, governors and others.
- To support Pastoral and Learning managers and senior managers in advising the academy on all matters relating to attendance and where necessary take the lead role in developing work processes to improve academy attendance.
- To work on initiatives which raise the awareness of academy colleagues, parents and the community on the importance of academy attendance. To work alongside the Vice Principal, ensuring there is systematic use and analysis of data so that pupils' abilities are properly diagnosed by providing accurate information and assisting teaching colleagues in its monitoring.
- Ensure that the pastoral team and subject departments are provided with accurate internal and external attendance data to support their work.
- Work with Pastoral Managers and Directors of Year in producing termly attendance reports to parents.
- To support the wider team with regards to the admissions process and census related enquiries.
- Be willing to undertake further training as and when required.
- Undertake such other duties as may be commensurate with the grade and nature of the post.

Key Functions

- Support academy policies, routines and codes of conduct and to support the ethos of the academy.
- Be fully competent in using a variety of software packages and conversant with the admissions process.
- Be a team player with excellent communication skills
- Be enthusiastic and optimistic in your approach to personal development
- Be highly literal with attention to detail



General Duties

The expectations of all Lyndon School colleagues are:

- To act professionally at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage colleagues and learners to follow this example.
- To promote the academy’s corporate policies,
- To be flexible and adaptable.
- To adhere to the ethos of the trust.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

We are an equal opportunities employer, and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.

The Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children’s barred list check