



Attendance Officer

Job Purpose

You will be responsible for the monitoring and improvement of attendance and punctuality of all students across the school to achieve the desired attendance level.

To monitor and improve student attendance by identifying the reasons behind absences, engaging with students and their families, implementing interventions to address attendance issues, and ensuring compliance with school attendance policies; ultimately aiming to raise student achievement by promoting regular school attendance.

Responsibilities

- Ensuring all registers are accurately completed and coded appropriately in SIMS
- Monitoring the input of lates and absences of students on to SIMS
- To liaise daily with families relating to pupil absences and punctuality
- Producing letters and paperwork related to attendance issues
- Responding to leave of absence requests
- Administering fixed penalty notices with Local Authority
- Explore barriers and develop strategies to increase attendance and punctuality in conjunction with the Pastoral Team
- Attend regular pastoral meetings to discuss attendance with Assistant Headteacher, Head of House, and form tutors
- Produce exclusion paperwork, liaising with the LEA
- Update SIMS with information received from colleagues
- Identify poor attenders in liaison with Progress Leaders and monitor their attendance at school and lessons.
- Being the main school contact for organising school age vaccine sessions.
- Providing admin and support for registers and medical records for school trips.
- Generate attendance reports for Assistant Headteacher - Student Wellbeing
- Ensure that 'first day absence calls' for all students are conducted.
- Prepopulate SIMS with coding for exams, music lessons, etc.
- Communicate daily with parents of persistent non-attenders and parents of other students
- Work with all members of the pastoral team to ensure timely and appropriate action is taken
- Produce reports showing percentage attendance, lates linked to: year/ gender/ EAL/ SEND and Pupil Premium.
- To work with colleagues to identify and refine best practice in attendance improvement
- Implement the BET Attendance plan
- Provide First Aid as needed to students

Person Specification

Essential

- Good organisational skills
- The ability to work with initiative without direct supervision
- Good time management skills
- The ability to prioritise a range of tasks
- Good communication skills, both oral and written.
- ICT skills, including Microsoft Packages, Google Suite
- Level 2, or equivalent, in Maths and English
- An assertive but unaggressive manner when dealing with parents and students
- Resilience, commitment, energy and enthusiasm

Desirable

- Experience within a school setting
- Knowledge/understanding of SIMS and its attendance module