



Name:	
Job Title:	Attendance Manager
Salary range / job grade:	NJC SCP 12-17
Responsible to:	Deputy Headteacher
Responsible for:	Leading strategies to raise attendance levels and reduce persistent absence. Providing a high standard of attendance system management and administration, to contribute towards the excellent attendance of pupils. Line management of the Attendance officer.
Effective Date:	ASAP

Role and Context

Duties and Responsibilities:	<p>Maintenance of the school attendance register, by checking that daily attendance records are input electronically by form tutors and class teachers and follow up as appropriate for missing registers.</p> <p>Identifying missing marks and unexplained absences at registration periods, contacting parents to identify reasons for non-attendance as necessary.</p> <p>Following up unexplained absences, liaising with staff and parents. This includes working with the Heads of Year and Safeguarding team in making home visits when required.</p> <p>Identifying patterns of absence and creating attendance action plans, liaising with appropriate Heads of Year and parents.</p> <p>Manage and deal with calls on the School Absence Line.</p> <p>Coding attendance records with all received absence notes from parents, including requests for absence due to family holidays.</p> <p>Promoting good attendance via appropriate displays, celebrations and information packages, including via social media.</p> <p>Producing attendance reports and analyses for SLT and the LGB in accordance with agreed frequencies.</p> <p>Arranging and leading meetings in relation to attendance matters, and provide supporting documentation, including attendance panels.</p>
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	<p>Liaising with external agencies and feeder primary schools as required.</p> <p>Maintaining and updating the school's persistent absence database, and others, as appropriate.</p> <p>Undertaking clerical and administrative functions related to the post.</p> <p>Leading on all statutory functions in relation to prosecutions for non-attendance at school; Attendance Order Proceedings for children missing education (CME) and Fixed Penalty Notices (FPNs).</p> <p>Preparing documents for court around the prosecution of parents whose children do not attend school.</p> <p>Advising colleagues on whole school attendance strategies, legal sanctions; and policy and procedure; in relation to school non-attendance.</p>
<p>General Duties:</p>	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
<p>General Information and review:</p> <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. 	

Signature:

Date: