



RIDGEWOOD SCHOOL

TITLE:	Attendance Welfare and Admissions Officer
GRADE:	G8
RESPONSIBLE TO:	Senior Leader Safeguarding and Attendance/ Headteacher
RESPONSIBLE FOR:	Liaison with students, families, staff and other agencies on attendance, welfare, and admissions related issues. Monitoring and reporting on progress against Academy attendance targets across Y7-13 Academy compliance with statutory requirements under the Attendance code of Practice and DfE guidelines
PURPOSE:	To secure regular attendance and new admissions of all students in the school, by supporting students and families, liaising and working closely with other agencies. Where necessary carrying out the statutory duty of legal action, to maintain high student attendance levels, improve punctuality and reduce unauthorised absence at the school.
<u>DUTIES AND RESPONSIBILITIES/KEY AREAS:</u>	
Attendance and Welfare <ul style="list-style-type: none">Provide a point of contact for vulnerable students, discuss problems with students and contribute information to relevant pastoral staff.To undertake home visits as necessary and ensure meticulous records of actions and outcomes are kept.To meet with the Inclusion team and the Senior Leader Safeguarding and Attendance on a regular basis to review individual student's attendance and progress towards whole school and year group targets.To support the Inclusion Team, instigating and delivering strategies to target improvements in attendance for students recognised as being at particular risk of poor attendance and exclusion.To work with the appropriate agencies to carry out the statutory duty of legal action when all attempts to improve school attendance have failed.To administer and monitor initiatives and processes to improve attendance as required.To undertake and keep accurate up to date records of all casework.To participate in staff meetings and agreed relevant working parties.To provide information and advice to Inclusion team on individual casework.To develop and support resources as identified and in line with policy requirements.To comply with policies and procedures relating to child protection and safeguarding.Ensure the Children Missing Education procedure is followed by the schoolTo ensure that parents are aware of their responsibilities in relation to absence from school and to use reintegration strategies for all children out of school.To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework	

techniques.

- To advise and formulate access for families to other support services.
- To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people.
- To take responsibility for managing personal caseloads, and cases in relation to attendance.
- Line manage the attendance assistant.

Admissions

- Manage the main school admission process.
- Liaise with the Local Authority to obtain details of upcoming admissions.
- Arrange admission meetings for parents/carers and students.
- Organise and manage pre-enrolment requirements.
- Assist in building a timetable for new students in liaison with Curriculum Leads and Inclusion Team.
- Provide whole-school communication of newly enrolled students.
- Ensure that all paperwork required by school policy for new admissions.
- Ensure that all required student data is collected from parents and / or previous schools and accurately entered into school systems.
- Manage the administration of students leaving the school, including transfer of paper based and electronic files.
- Ensure that all required actions are carried out for student leavers.

Miscellaneous

- Uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, students, parents/carers and the wider community.
- To participate in the process of annual review.
- To play a full part in the life of the school supporting its distinctive ethos and values, and actively promoting its policies and practices.
- To take an active role in encouraging our most vulnerable learners to engage in the extra-curricular thread of school life.
- To dress in a professional manner in line with the school dress code.
- To undertake such other reasonable tasks that your Line Manager may from time to time reasonably request.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head.

To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations.

37 hours per week term time only + 5 days. Daily hours to cover the school working day.

**All posts at the school are subject to a six month probationary period.
Confirmation of the position is subject to satisfactory completion of this period.**