

JOB DESCRIPTION

Title of Post:	Attendance Officer
Responsible to:	Assistant Headteacher: Behaviour and Standards
Liaison with:	Parents, Students, Progress Team, Main Office
Purpose of Job:	To deal with attendance issues in the school.
Hours of Work:	8.00 am until 4.00 pm

Main Duties and Responsibilities:

1. Line management of the Clerical Assistant to Attendance
2. To meet with Pastoral Managers once a fortnight to analyse and discuss attendance data for that year group, and discuss interventions where a student is a persistent absentee or likely to become a persistent absentee. Be responsible for the minutes of each meeting
3. To meet with the Assistant Headteacher and Pastoral Managers as required to discuss potential and actual referrals across the year groups.
4. Taking and dealing with telephone calls/emails from parents, regarding absences.
5. Managing student attendance data providing once a fortnight updates including overview of:
 - Whole school absence/Attendance data Y7 – 13 weekly
 - Absence rate Y7 – Y11 weekly
 - PA rate 10% weekly
6. Collating absence communications and managing discrepancies and passing these on to the Pastoral Manager for further intervention
7. Keeping pupil late and absence records.
8. Administering students' lates and students' signing in and out of school during the day.
9. To provide all Form Tutors with the average total percentage of their Tutor Groups weekly, and the Form Group's position in terms of other Form Groups in their year group.
10. Ensure the N code is changed to O code when no reason is provided for an absence, and arranging follow up procedures, as per the school attendance policy.
11. To provide termly PP% data
12. To provide termly lates to school summary
13. To provide a termly Governors' Attendance Report for Assistant Headteacher, and to extract other pertinent for senior staff including the ability to prepare information about groups and cohorts of students.
14. To administer leave of absence requests
15. To administer admissions and deletions from the school roll for Essex County Council
16. To administer fore drill registers
17. To lead and minute meetings with families in order to explore barriers to attendance, and to work with key personnel to provide solutions to such barriers.
18. To ensure parents understand their responsibilities with regard to their child's attendance and to advise them of the school's duties should attendance fall below acceptable levels.
19. To show understanding of mitigating circumstances with regard to attendance and ensure that parents understand their options.