

JOB DESCRIPTION

Job Title: Attendance Officer

Salary Grade: Support Staff Band D

Accountable to: Head Teacher

Post Objective

To monitor the attendance of children at Arboretum Primary School, and work with parents and other staff to improve the levels of attendance at school.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To be the first point of contact for attendance issues in the school
2. To ensure that accurate attendance information is recorded in the school's MIS on a daily basis
3. To contact parents by telephone on the first day of unknown absences
4. To communicate to parents the school's policy and expectations of pupil attendance
5. Support and work with parents to help them to improve their child's attendance
6. To ensure all safeguarding procedures are strictly adhered to including checking on whereabouts of pupils with un-notified absences and raise immediate issues with the DSL or deputy
7. Carry out home visits, accompanied by another member of staff, to follow up on absences when a satisfactory response is not received by telephone
8. Organise and attend review meetings with the Education Welfare Officer (EWO)
9. To adhere to the DCC Children Missing Education Policy, and ensure that all procedures are correctly followed for any children missing from school



"Arboretum is a good school"
OFSTED December 2017



10. Responsible for following the appropriate processes and notifying DCC when any children are removed from roll
11. To liaise with the Admin team to ensure that any leavers are removed from the school's MIS in line with the CME policy, and replacements are
12. To administer referral forms to the EWO
13. To produce school correspondence in respect of attendance, including issuing letters, and responding to requests for authorised leave
14. To administer fixed penalty notices, in consultation with SLT and EWO
15. To contribute to attendance strategies and systems, including the organisation of attendance incentive schemes
16. To monitor patterns of absence / lateness, and take action where necessary in line with the school's Attendance Policy
17. Provide attendance information and reports as required for teachers, Senior Leadership Team (SLT), Governors and the Education Welfare Officer
18. Develop the use of the reporting facilities within the school's MIS to monitor and analyse attendance data
19. To liaise with teachers and other key staff, as appropriate, regarding attendance issues/concerns relating to pupils
20. To keep up-to-date with legislation and guidance relating to attendance, and ensure that this is followed in school
21. Responsible for the school's Attendance Policy, ensuring that it is updated in line with latest legislation, guidance and best practice.
22. Liaise with EWO and other attendance professionals to identify and implement best practice in attendance management
23. Report to Designated Safeguarding Lead all potential safeguarding related absences and concerns.
24. Promote safeguarding and welfare of children and young people.
25. To work in accordance with all school policies, procedures and relevant legislation/regulations.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above.