

Attendance Officer

Main Responsibilities/Key Tasks

- To follow School Policy of 'first day contact' within the school.
- Responsibility for the administration of student attendance within SIMs/Lesson Monitor.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, in order to be able to offer informed advice to parents, school staff, governors and others.
- To provide support for staff with operational issues in the use of SIMS/Lesson Monitor systems.
- To check and remind any necessary staff to complete registers.
To ensure all unexplained absences are accounted for or send letter to parents/carers requesting an explanation.
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc and to keep AHT/HOY and staff updated.
- To check accuracy and correct coding on registers before printing off official registers and filing away on a regular basis.
- To print off official registers daily and explained absences to ensure at hand in event of a fire.
- To follow Attendance policy and send out letters as and when required and formally recording this in SIMs.
- To maintain an accurate system for students signing in/out of school.
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- To produce and interpret information relating to attendance patterns.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales
- To provide updates for staff on student attendance.
- To monitor the attendance of vulnerable groups of students (PP/FSM/SEND/EAL) and liaise with staff.
- To contact all absent students' parents on a daily basis in line with the school attendance policy.
- To assist with the identification of students who will receive support in improving their attendance record and work directly with these students.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support where appropriate.
- To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
- To monitor punctuality of students.
- To collate, maintain and update attendance data.
- To produce regular reports for The Attendance Improvement Team (AIT) and a copy to the Assistant Head Teacher/HOY.
- To undertake home and school visits if required.
- To work alongside relevant staff, tutors, HOY, SLT, Learning Support Assistants, One Point to exchange information and determine appropriate levels of intervention.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- To supervise in the inclusion room when requested.
- To supervise student reception when requested.