



JOB DESCRIPTION

JOB TITLE: **Attendance Lead**

RESPONSIBLE TO: **Deputy Headteacher**

JOB PURPOSE:

Co-ordinate appropriate support for our vulnerable students, parents and families by building strong working relationships with outside agencies and further developing our own policies and procedures for safeguarding. Provide a complimentary service to school to address the needs of individual and targeted groups of students to help improve wellbeing, self-esteem and raise standards of achievement and behaviour. To promote, in conjunction with other key school staff, excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

PRINCIPAL RESPONSIBILITIES

- Full day-to-day management of the Attendance Team.
- Train, lead and develop staff on attendance procedures.
- Performance management of attendance staff.
- Develop processes and procedures for the attendance team to follow.
- Organise cover for attendance office absence.
- Co-ordinate and have oversight of attendance administrative tasks.
- Key point of contact between school and home regarding attendance.
- Provide support for students to remove the barriers to attending school.

Systems and Processes

- Work with school leaders to develop and revise the school's attendance policy.
- Management and monitoring of student attendance and punctuality to school and working with senior leaders, develop strategy for its improvement.
- Implementation of school systems, strategies, procedures and policies in relation to attendance and punctuality to school in order to support raising student attendance.
- Develop an understanding of the reasons underpinning the persistence absence or low attendance of individual students and devise specific support strategies to overcome these reasons with stakeholders.
- Ensure first day call/text system is completed in a timely manner and ensure safeguarding concerns are acted upon promptly.
- Keep abreast of changes in legislation and relevant DfE guidance and contribute to developing, monitoring and reviewing the team's policy and planning.
- Support the attendance administrator to monitor attendance of students attending alternative provision, students with dual registration, students with long term sickness absence, etc.



JOB DESCRIPTION

Student and Family focused working

- Identify pupils that need additional support to improve their attendance.
- Identify, at an early stage, the patterns of persistent absence and intervene so that these do not become established.
- Work with school leaders and other members of the pastoral team to identify appropriate interventions to improve attendance for particular groups or individual pupils.
- Lead on the development of the attendance home/school liaison strategy to ensure that home visits are well planned, organised and effective in terms of raising attendance and reducing persistent absence including carrying out home visits, where necessary, to address attendance concerns for individual pupils.
- Ensure that work around persistently absent students is proactive.
- Build positive relationships with parents/carers to encourage family involvement in improving their child's attendance, inc. keeping parents/carers well informed so that they feel supported and clear about the expectations of the school, regarding attendance and persistent absence.
- Coordinate meetings with pupils and parents/carers to implement interventions and track progress, identifying and where possible mitigate, potential barriers to attendance in partnership with families.
- Ensure direct frequent contact is made with the parents and carers of all students who are persistent absentees or at risk due to low attendance by means of telephone contact and home visits.
- Alert the Safeguarding Team on in a timely manner regarding any issues causing concern and record on CPOMS as per the safeguarding policy.
- Routinely review the impact of all interventions, including home visits on attendance and persistent absence.

Attendance Procedures

- Lead on issuing fixed penalty notices for unauthorised holiday requests and for students with high levels of unauthorised absence.
- Prepare documents for court around the prosecution of parents whose children do not attend school.
- Carry out assessments in connection with Parenting Orders as directed by the Court.
- Enforce compliance with the Regulations relating to child employment and child entertainment so that statutory requirements and entertainment licensing regulations are met.
- Implement children missing education (CME) procedures when appropriate
- Manage attendance returns for the school census.
- Maintain accurate records of communications with parents/carers and relevant interventions.
- To design user friendly reports/templates to meet the needs of the school.



JOB DESCRIPTION

- Track, and analyse attendance data, including tracking attendance of vulnerable groups of pupils, looking for trends and problem areas and provide reports to SLT/Governors.
- Benchmark school attendance against national & regional figures and provide reports to SLT/Governors.

Other

- Provide the drive, challenge and support needed to effect a cultural change in respect of attendance issues.
- Make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups for students whose attendance is cause for concern.
- Advise and support the school in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.
- Analyse data produced by the attendance admin and use this to support the implementation of the school's Attendance Procedures, including preparation of legal cases.
- Attend Governors meetings and present appropriate data and strategies.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher / Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.