



Job Description – Attendance Manager

Reports to: Assistant Head with responsibility for attendance

Department: Guidance Team

Work Pattern: Term time plus two INSET days

Purpose of the post:

Responsible for the monitoring and improvement of attendance and punctuality of all students across the school. Leading on the whole school absence strategy (including persistent absence) with a focus on SEND and PP students. Ensuring that attendance is above national expectation.

Core Responsibilities:

Attendance Monitoring

- Ensuring all registers are completed correctly in SIMS
- Monitoring the input of lates and absences of students onto SIMS
- Updating SIMS with information received from form tutors and HOH/DHOH
- Identifying poor attenders in liaison with HOH and form tutors and monitor their attendance at school and in lessons
- Generate attendance reports as required
- Ensure that the first day response process is followed for absent pupils

Attendance Analysis

- Produce reports for HOH/DHOH/SLT showing percentage attendance, lates linked to: year/EAL/SEND and Pupil Premium on a monthly basis
- Provide analysis for HOH/DHOH/SLT regarding attendance trends and patterns
- Develop and lead a school-wide attendance strategy, including persistent absence

Attendance Intervention

- Develop and lead in creating strategies that promote the importance of good attendance across the school through a range of strategies: assemblies/rewards/letters home etc.
- Work with targeted students to improve attendance; meeting students, parents/carers and other outside agencies including the Education Welfare Officer.
- Administer the fixed term penalty notices to improve attendance.
- Conduct home visits, in line with the school's home visit policy, as and when necessary.
- Chase students' information from previous schools to ensure that any existing attendance issues are challenged in a timely manner.
- Liaise with the exams officer ensuring that any missing students are contacted promptly

Punctuality

- Work with HOH/DHOH and SLT to improve student punctuality through a range of strategies.
- Ensure lateness is inputted within SIMS and the necessary disciplinary measures are in place and that parents/carers are informed.
- Take a lead in creating strategies that promote the importance of good student punctuality through a range of strategies including assemblies/rewards/letters home etc.

Truancy

- Ensure through SIMS that HOH/DHOH are aware of students who are both externally and internally truanting.
- Inform parents of truancy issues through phone calls home.

Liaison with Outside Agencies

- Coordinate and attend school-based meetings with parents, as appropriate, to improve attendance



- Meet with the EWO to refer students with poor attendance and discuss attendance of previously referred pupils
- Inform HOH/DHOH of those pupils who will be referred to the EWO
- Coordinate and attend meetings between the EWO and parents
- Liaise with social services with regard to the attendance of looked after children
- Attend TAC/CIN meetings as appropriate
- Liaise with local primary schools and work together regarding common practice and information sharing to improve attendance.

Other Responsibilities:

To undertake such other duties as may be required from time to time commensurate with the level of the post. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job.

The school's aims and CHARACTER values will shape the way you carry out these responsibilities.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.