

Attendance Officer

Grade: Bucks Pay Scale 3

Hours – 37 Hours 39 weeks per year

Core Hours 08.15 am – 16.15 pm Monday to Thursday

08.15am – 15.45 pm Friday

Including unpaid lunch of 30 mins daily

Job Purpose	Coordinating the Academy’s response to the implementation of its Attendance Policy.
Reporting to	Assistant Headteacher
Responsible for	<ul style="list-style-type: none"> • To work with the Pastoral and Intervention Teams in promoting and sustaining high levels of student attendance and punctuality. • To establish and maintain good relationships with all students, families, colleagues and other professionals. • To maintain accurate student attendance and punctuality records using SIMS on a daily basis and to provide regular attendance and punctuality reports to Middle and Senior Leaders. • Provide daily student registers for appropriate activities e.g. fire registers and school assemblies. • Follow up student absences and lateness by telephone or other appropriate means, on a daily basis with guidance from relevant colleagues, making appropriate referrals to external agencies. • To monitor attendance and punctuality and ensure there are follow on sanctions by registering late students, carry out late detentions and liaising with Heads and Deputy Heads of School. • To set break detentions for all lates and supervise these detentions. • To lead on attendance intervention groups with key students working with the School Base Teams. • To monitor lesson attendance, acting upon any missing marks/students and notifying Pastoral Team of concerns. • To carry out regular (lesson by lesson) register checks to ensure lesson registers are taken promptly and take appropriate action when they are not. • To carry out regular attendance checks for all students signing in or out, working with the Sixth Form Team and the ‘Right to Roam’ programme. • To generate correspondence home for all lates to school and other unauthorised absences, highlighting areas of concern through stringent record keeping. • Identifying individuals, key groups of students and families that require additional support and working with those key groups to help improve attendance and punctuality. • Initiate and follow through appropriate sanctions in liaison with relevant colleagues and other professionals including preparation for court action where necessary.

	<ul style="list-style-type: none"> • In liaison with relevant colleagues/school leadership, attend follow up meetings and other relevant meetings with families and/or other professionals to provide relevant information. • To undertake home visits for students/families where necessary with the School =Base/Intervention colleagues as appropriate. • To set up and chair Family Attendance Contract meetings for students who have attendance concerns and who are below the school attendance threshold. • To take part in Attendance Panel meetings as required. • To generate and disseminate all relevant attendance paperwork and update our records as necessary. • To support in the making of referrals to Family Support Services and other external agencies to remove barriers for learning and provide support. • To set up Team Around the Family and other professionals meetings to look at the support plan for families. • Participate in the school’s performance development system.
<p>General requirements</p>	<p>The duties of this post may vary over time as the needs of the academy change.</p> <p>This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.</p> <p>The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or level of responsibility.</p>

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The Postholder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

Postholder:.....

Signature:.....

Printed Name:.....

Line Manager:.....

Signature:.....

Printed name:.....