

# ATTENDANCE LEAD

## Job Description



**Post Title:** Attendance Lead

**Responsible to:** Assistant Headteacher: Behaviour and Futures

**Grade:** Grade 10 (£29,577 - £30,451) Full time equivalent

**Hours:** 37 hours per week. Term time plus 2 weeks (40 weeks)

### Main Purpose

- Responsibility for the accurate recording and monitoring of student attendance.
- Be the main contact for any attendance issues in school.
- Take the lead on improving school attendance.
- Work with parents and carers to reduce levels of absence and unauthorised absence.
- Work with key staff to reduce the levels of absence and unauthorised absence.
- Manage whole-school attendance strategies to promote a positive attendance and punctuality culture.
- Provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- Collate, monitor, evaluate and update attendance data, including analysing trends, producing attendance data and reports.

### Duties and Responsibilities

- Monitor the input of student absences onto SIMS and ensure registers are completed in an accurate and timely manner. Rectify any missing marks or unexplained absences.
- Implement Action Plans for persistent absentees with a particular focus on disadvantaged students.
- Identify persistent absentees and work with the Designated Safeguarding Lead to ensure concerns are dealt with promptly.
- Work with pastoral staff and SLT to improve punctuality.
- Liaise with students, families and professionals on attendance issues.
- Ensure the necessary disciplinary measures are in place and that parents and carers are informed of lateness/absence.
- Promote the importance of good attendance and punctuality across the school through a range of strategies: assemblies/rewards/letters home etc.
- Produce regular reports to analyse attendance and punctuality on an agreed basis. Provide analysis of attendance trends and patterns.
- Advise the school and lead on strategies to promote the regular and punctual attendance of all students.

- Work on initiatives which raise the awareness of the importance of school attendance.
- Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Administer the fixed term penalty notices to improve attendance.
- Administer term time holiday fines.
- Attend multi agency meetings to discuss attendance and improvements required with targeted parents.
- Coordinate Early Help Assessments and Team Around the Family meetings.
- Liaise with other schools on students who historically have had poor attendance.
- Make regular contact with families in response to attendance referrals through contact home, coordination of home visits and/or meetings in school and keep accurate, clear and concise records of all interventions.
- Work with other professionals to ensure the Children Missing Education procedure is followed by the school.
- Work with appropriate colleagues to ensure records are kept when a parent elects to Electively Home Educate their child.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with senior colleagues and Governors as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure relevant safeguarding policies and measures for all staff and students are in place and reviewed.
- Contribute to the writing and updating of policies and procedures that relate to attendance.

**November 2021**