

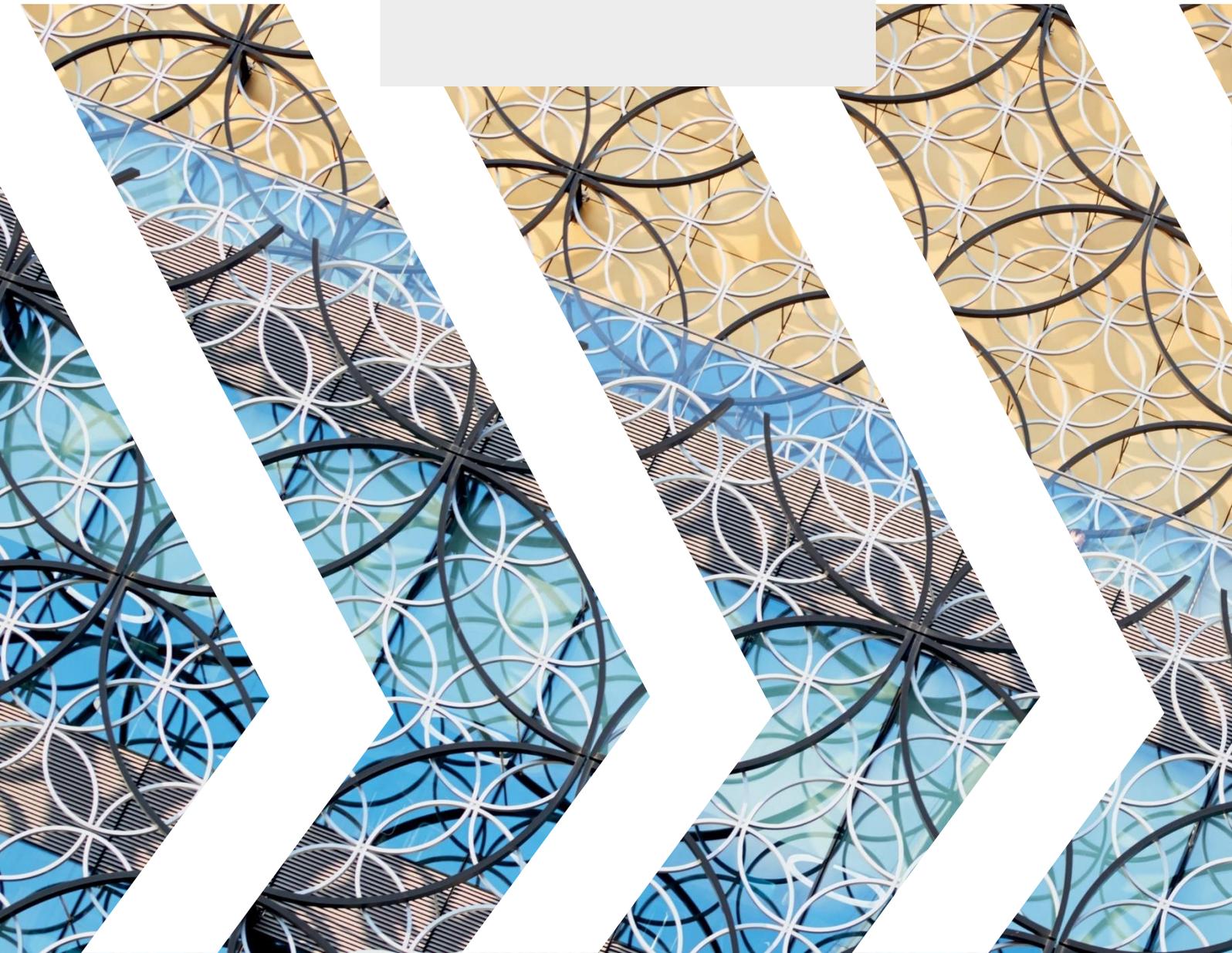


**FAIRFAX**  
MULTI-ACADEMY TRUST



**ATTENDANCE OFFICER**

**JOB DESCRIPTION**



## JOB DESCRIPTION

### ATTENDANCE OFFICER

#### POST HOLDER

#### RESPONSIBLE TO

Assistant Principal

#### LINE MANAGEMENT OF

Attendance Administrator

#### WORKING HOURS

37 hours per week (no TOIL)  
 Monday to Thursday 08:00 until 16:00  
 Friday 08:00 until 15:30

#### WORKING PATTERN

#### SALARY

SC5 17 - 19

#### HOLIDAY ENTITLEMENT

Term Time only (A paid entitlement of 26 days' annual leave and 8 statutory holidays)

## JOB PURPOSE

To fully coordinate the attendance policy and procedures for the entire school (primary and secondary) including 'RS Connected' as outlined below.

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Log daily voicemail messages and enter onto electronic register system
- Notify Tutors/Learning Mentors/Pastoral Staff of any 'delicate' information derived from these calls either by e-mail or telephone
- Input late marks onto electronic registers and ensure all staff are putting registers promptly onto electronic registers
- Liaise with staff covering Isolation Room, School Nurse, etc. and enter relevant attendance code, if they are not in their normal classes
- Oversee the administration of the morning late and after academy late detention system.
- Send text messages to parents relating to late detentions
- Enter cover staff registers and registers for staff that have been unable to log onto the electronic registering system
- Print off fire registers as early as possible, date stamp and file in appropriate place.
- Administer 'Truancy Call' system as early as possible and deal with all queries that derive from it
- Contact parents when students are found to be truanting and liaise with Head of House, Deputy Head of House and Assistant Principal to initialise next step for reprimand
- Send out letters regarding poor attendance and punctuality after consulting with Head of House, Deputy Head of House and Assistant Principal

- Process holiday applications and decide course of action to approve leave or not, refer more complex decisions to Assistant Head
- Pre-code registers with marks for students attending college, work placements, trips, holidays, etc
- Attend weekly meeting with Education Welfare Office to review active case referral and carry out home visits
- Ensure that attendance panels are run efficiently and effectively
- Support the academy and produce the legal paperwork for the LA for fixed penalty notices in relation to term-time absences
- Authorise 'Applications to Employ a Child' by checking current and past attendance history and keep up-to-date records of these applications
- Process absences for sporting/musical events and notify parents of decision by telephone or letter and code registers accordingly
- Daily communication with staff at all levels and parents on aspects related to attendance and punctuality either by telephone, email or letter and keeping up-to-date record of actions as appropriate
- Liaise with Safeguarding and Pastoral staff
- Send weekly attendance printout to LACES
- Analyse attendance statistics, e.g. end of term and end of year attendance, for information for Pastoral Leaders and Education Welfare Service
- Prepare 'Attendance Data Pack' on a termly basis and provide any attendance reports upon request
- Actively promote good attendance with parents, pupils and staff using flyers/information to increase awareness and communication regarding attendance and punctuality where appropriate
- Produce and prepare certificates for good attendance at the end of each term and academic year
- With Senior Leadership Team, set targets and plans for attendance and evaluate them.
- Attend weekly meeting with Pastoral Leaders to discuss attendance concerns and safeguarding concerns arising from attendance
- Regularly deal with parents either face-to-face or on the telephone with empathy and professionalism on all attendance matters
- Strive to continue to improve current systems in place by forging good relationships with Attendance Officers at other local schools
- Produce and file copy of Official Registers at year end
- Working with the Safeguarding Officer, Pastoral Leaders and Assistant Principal to identify students at risk of Persistent Absence, to assist in investigating potential safeguarding issues and to support families to improve student attendance

## GENERAL

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To perform any other such duties as the Head of Academy may from time to time determine

I have read and accept this job description

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**