



## Ashmole Academy

### JOB DESCRIPTION

<b>JOB TITLE</b>	Attendance Officer
<b>GRADE:</b>	Pay point 21-24
<b>PURPOSE OF JOB:</b>	To work with Assistant Head Teachers, Year Managers and Learning Mentors to promote and support high levels of attendance within the school
<b>RESPONSIBLE TO:</b>	Head Teacher in all matters and to the Deputy Head responsible for attendance

### EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

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#### General

- To contact parent/carers daily if a student is absent and there has been no contact with the school
- To process absence calls via telephone, Schoolcomms and email each morning.
- Input absence data onto SIMS
- Print off daily fire register
- To contact parents if there is an unauthorised absence.
- Ensure all staff take a register at am and pm registration and every lesson and follow up where necessary
- To be proactive with pupils with low attendance by contacting parents and Pastoral Mentors of a non-attendance.
- Follow up on any unauthorised absences at the end of the day
- Input data from late sheets
- To attend meetings with parents as required
- To analyse attendance data and identify key areas of concern
- To ensure all registers are completed and no missing marks
- Follow up with unexplained absences with each form tutor
- Process all leave of absence requests from parents, liaising with the Deputy Head responsible for attendance and reply to parents.
- Liaising closely with Form tutors, Assistant Head Teachers, Year Managers, Pastoral Mentors and leadership team to improve overall attendance and advising on meeting with parents as required.
- Analysing absence data and processing attendance improvement letter to parents.
- Follow up on all lateness and process letter to parents to improve punctuality.

- To produce absence and analysis data around holiday time and inform Assistant Head Teachers, Year Heads of unauthorised absence and follow up meeting with parents.
- Processing early morning sign in letters
- Ensuring signing in sheets are displayed each morning
- Alert staff member on duty of any issues that arise during the course of lessons
- Process attendance figures on a weekly basis to distribute to Assistant Heads/Year Managers and Pastoral Mentors.
- To input information e.g. exams, music trips, sporting events, work experience etc.
- To keep up to date with SIMS and Schoolcomms training
- To follow the attendance policy
- To check accuracy and correct coding on registers before printing official registers and filing away on a regular basis.
- To liaise with the safeguarding team regarding child protection
- During exam time process all student attendance and non-attendance details
- Run absence reports as and when required
- To collect staff absence data and produce a monthly report.
- To be part of the First Aid team and cover First Aid on a rota basis.
- To assist with Reception duties on a rota basis.
- Identify unauthorised absences for holidays & to process fines where applicable
- Alert safeguarding team of any students unaccounted for
- To liaise with the Education Welfare Team for students with significant low attendance.
- To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Nov 2022