

Attendance Officer

Attendance Officers at Leigh Academies Trust are instrumental in fostering a culture of regular and punctual attendance, recognising its pivotal role in students' academic success and personal development. They work diligently to implement effective systems, monitor attendance patterns, and collaborate with students, families, and external agencies to address barriers and promote a positive and inclusive learning environment. The Attendance Officer plays a key role in ensuring that all students have the opportunity to maximise their potential.

Core Purpose

The Attendance Officer is pivotal in ensuring the consistent and equitable application of attendance policies and procedures. They work to foster a culture where regular attendance is recognised and valued by students, parents, and staff, understanding its vital link to maximising student achievement and wellbeing. By analysing attendance patterns, implementing targeted interventions, and collaborating with families and external agencies, the Attendance Officer plays a crucial role in removing barriers to attendance and promoting a positive and inclusive learning environment where all students can thrive.

Key Areas of Responsibility

1. Attendance Monitoring and Intervention

- Ensure the implementation of effective registration systems that promote full student attendance throughout the academy day.
- Develop strategies to regularly monitor attendance, taking proactive steps to secure the full attendance of all students.
- Liaise and meet regularly with the Senior Leadership Team (SLT) to identify and effectively address attendance and punctuality issues.
- Provide data regarding attendance and punctuality to SLT, particularly in relation to specific groups (e.g., Persistent Absentees, Pupil Premium, Looked After Children, EAL students, students with SEND statements) on a weekly basis, and follow up with relevant interventions.
- Measure the impact of interventions and report back to SLT, using data to inform future strategies.
- Maintain a rigorous system for monitoring late attendance at school and any student who is required to leave the site during the school day, and ensure appropriate follow-up in conjunction with Student Services and relevant administration staff.

2. Data Management and Reporting

- Provide regular statistical returns regarding attendance and punctuality, including the statistical data required for school reports to parents, Census, and Governors' papers.
- Maintain concise, accurate, and comprehensive case records, and use them to support the development of strategies to improve attendance above national average.
- Enter absence data accurately on the school attendance system.
- Accountable for the Attendance Voicemail records.
- Accountable for the printing of the Fire Drill (daily).

3. Communication and Collaboration

- Act as the first point of contact with parents over day-to-day issues related to attendance, including the first day calling/texting system.
- Work effectively with the Pastoral Support Officer and attend meetings as appropriate.
- Arrange regular meetings, providing accurate information to inform actions with the Education Welfare Service/Attendance Welfare Officer to support and address identified attendance issues.
- Accountable for the administration of student referrals to the EWO/AWO and Penalty Notices.
- Attend local attendance network meetings and provide relevant feedback on the issues discussed to relevant staff.
- Promote positive attitudes towards attendance amongst students and families, and reinforce the recognition that full attendance is essential for students to achieve their academic potential.

4. General Responsibilities

- Assist with any other academy-related administrative tasks in the Main Office at the direction of the Principals' PA.



Person Specification – Attendance Officer

This section outlines the essential and desirable attributes for the Attendance Officer role:

Qualifications and Training

Essential:

- Educated to GCSE level standard or equivalent (English and Maths A*-C grade or equivalent).

Desirable:

- Relevant Level 3 qualification (e.g., A Levels, NVQ, Diploma).
- Training or qualification in attendance management or a related field.

Knowledge and Understanding

Essential:

- Understanding of the importance of full student attendance and its link to student achievement.
- Knowledge of effective strategies for monitoring, analysing, and improving student attendance.
- Understanding of safeguarding procedures and their relevance to student attendance.
- Familiarity with relevant data protection and confidentiality guidelines.

Desirable:

- Awareness of the role of external agencies (e.g., EWO/AWO) in addressing attendance issues.
- Basic understanding of relevant school policies and procedures related to attendance.
- Knowledge of national and local initiatives to improve school attendance.

Experience

Essential:

- Experience of working in an administrative role that involved data management and record-keeping.
- Experience of using computer systems and databases for data input and reporting.

Desirable:

- Experience of communicating with parents or guardians in a professional capacity.
- Experience of working within an educational environment.
- Experience of identifying and addressing patterns of absence or lateness.
- Experience of working with external agencies (e.g., EWO/AWO) in addressing attendance issues.

Skills and Abilities**Essential:**

- Strong organisational and time management skills.
- Excellent communication (written and verbal) and interpersonal skills.
- Ability to work accurately and with attention to detail.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to work effectively both independently and as part of a team.
- Proficient in the use of relevant ICT systems for data input, analysis, and reporting.
- Ability to analyse attendance data, identify trends, and produce reports.
- Ability to build and maintain effective working relationships with students, parents, and external agencies.
- Knowledge of safeguarding procedures and their relevance to student attendance.

Desirable:

- Ability to use a range of strategies to promote positive attendance and engagement.
- Ability to demonstrate initiative and problem-solve, proactively addressing attendance issues.
- Ability to contribute to the development and implementation of new systems and procedures.
- Ability to deliver training and presentations to staff, students, and parents.

Personal Qualities

The Attendance Officer will be a **proactive, empathetic, and detail-oriented** individual dedicated to improving student attendance and supporting their academic success. They will demonstrate **excellent organisational and time-management skills**, with the ability to **prioritise tasks, manage caseloads, and meet deadlines**. The Attendance Officer will possess **strong communication and interpersonal skills**, enabling them to **engage sensitively and effectively** with students, parents, and external agencies. They will be able to **work independently and as part of a team**, demonstrating **resilience, problem-solving abilities**, and a **commitment to maintaining confidentiality and professionalism** at all times. A **positive attitude**, a commitment to promoting inclusion, and a **genuine desire to support** students and families in overcoming barriers to attendance are essential qualities for this role.

Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) ([Department of Education](#)).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

