

Attendance Manager

Attendance Managers at Leigh Academies Trust are pivotal in strategically leading and managing the school's attendance function. They drive a culture of high attendance and punctuality, proactively analysing data, developing and implementing whole-school intervention strategies, and ensuring the school meets its attendance targets. This includes the effective management and development of the Attendance Officer team, fostering a collaborative and solution-oriented approach to improving student outcomes.

Core Purpose

The Attendance Manager is pivotal in strategically leading and managing the school's attendance function. This role involves proactively analysing attendance data, developing and implementing whole-school intervention strategies, and ensuring the school meets its attendance targets. The Attendance Manager also leads the Attendance Officer team, driving a culture of high attendance and punctuality to maximise student outcomes.

Key Areas of Responsibility

1. Team Leadership and Development

- Manage and develop the Attendance Officer team, providing guidance, training, and performance management to ensure efficient and effective daily operations.
- Oversee the accurate recording of parent/carer absence calls and ensure comprehensive documentation of reasons and additional information by the Attendance Officer team.
- Establish and monitor protocols for first-day absence contact, ensuring timely follow-up by the Attendance Officer team.
- Set the framework for challenging absences for students below the target attendance (e.g., 96%), ensuring consistent logging of conversations by the Attendance Officer team.
- Manage the processes for recording and filing medical letters, ensuring timely updates are provided by the Attendance Officer team as needed.
- Oversee the administration of the Bromcom system related to attendance, ensuring registers are completed satisfactorily and exclusions are accurately entered by the relevant staff.
- Manage the process for daily communication to staff regarding incomplete registers, ensuring timely reminders are issued (potentially delegated to an Attendance Officer).

- Monitor and track non-completion of registers, escalating concerns to the Line Manager, Deputy Headteacher, and Headteacher as per school policy (potentially delegated to a senior Attendance Officer).
- Manage the distribution and collation of holiday absence request letters, ensuring efficient processing (potentially delegated to an Attendance Officer).

2. Team Leadership and Development

- Lead and coordinate pastoral attendance support, strategically tracking the implementation and impact of attendance intervention measures across the school.
- Maintain an overview of the whole school attendance tracker, ensuring absence intervention measures are efficiently processed and monitored by the Attendance Officer team.
- Strategically coordinate and oversee formal attendance meetings, pre-referral meetings, and Education Welfare Officer (EWO) meetings, ensuring appropriate staff involvement and follow-up.
- Ensure relevant staff are kept up-to-date with key attendance information and trends.
- Attend and contribute to relevant school meetings.
- Oversee and manage the process for making unsupervised contact with families in response to allocated referrals (e.g., home visits, school meetings), ensuring appropriate delegation and safeguarding procedures are followed.
- Manage the regular updating of College notice boards and the school website with attendance figures, ensuring accuracy and timely dissemination.
- Hold strategic individual meetings with Heads of Progress (HOPs) to regularly review College attendance data and the impact of interventions, identifying areas for improvement.
- Generate weekly Attendance Performance Indicators for all Colleges and the whole school, providing insightful data for College meetings and leadership review.
- Analyse daily registers for emerging truancy patterns and missing marks, directing the Attendance Officer team to implement appropriate initial sanctions and escalate as necessary.
- Ensure the efficient recording of late marks and oversee the implementation of escalating sanctions by the Attendance Officer team.
- Direct pastoral staff to implement specific sanctions for late marks, monitoring their implementation.
- Oversee the running of daily late detention records and manage the escalation process for non-attendance.
- Lead the collaborative effort to reduce persistent absence and lateness across the school year, setting targets and monitoring progress.
- Oversee the production and maintenance of attendance boards and promotional materials for Parent and Open Evenings, ensuring they effectively communicate the importance of attendance.
- Lead the continuous analysis of school attendance patterns, evaluating the effectiveness of current interventions and recommending adjustments as needed.

- Produce regular reports for the Leadership Team, providing detailed analysis of attendance and punctuality patterns, trends, and the impact of interventions.
- Strategically contribute to the development and implementation of a robust system of rewards and recognition for excellent and improved attendance and punctuality.

3. Responsibilities to Principal

- To promote the aims, values, and ethos of the school and uphold school rules.
- To read and adhere to the procedures set out in the Staff Handbook.
- To contribute to supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To participate in performance management arrangements.
- To carry out other duties as may be reasonably required by the Principal.
- To support the ethos of the school and enforce the school's behavioural and uniform policies.



Person Specification – Attendance Manager

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

Qualifications and Training

Essential:

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

Desirable:

- Additional qualification in management, education administration, or a related field.
- Relevant professional certifications in attendance management or related areas.

Knowledge and Understanding

Essential:

- In-depth knowledge of attendance legislation, statutory guidance, and best practices.
- Thorough understanding of safeguarding procedures and their relevance to student attendance, including child protection and data protection.
- Comprehensive understanding of effective strategies for monitoring, analysing, and improving student attendance, including interventions for various student groups.

Desirable:

- Knowledge of school improvement strategies and their link to attendance.
- Knowledge of the local educational landscape and support services.
- Understanding of the impact of socio-economic factors on attendance.
- Knowledge of relevant software and technologies (e.g., MIS, data visualisation tools).

Experience

Essential:

- Significant experience in an attendance-related role (preferably within an educational setting), with a demonstrable track record of improving attendance outcomes.
- Experience of analysing and interpreting complex data to inform strategic decision-making.

- Experience of working collaboratively with a range of stakeholders, including senior leadership, staff, parents/carers, and external agencies.
- Experience of managing and leading a team.

Desirable:

- Experience of developing and implementing whole-school attendance strategies.
- Experience of managing budgets and resources related to attendance.
- Experience of using a variety of IT systems for data management and analysis.
- Experience of representing an organisation at external meetings and events.

Skills and Abilities**Essential:**

- Exceptional leadership and management skills, with the ability to motivate, develop, and manage a team effectively.
- Excellent communication, interpersonal, and presentation skills, with the ability to communicate complex information clearly and concisely to a variety of audiences.
- Strong analytical and problem-solving skills, with the ability to identify trends, evaluate interventions, and make data-driven decisions.
- Excellent organisational and time management skills, with the ability to prioritise tasks, manage multiple projects, and meet deadlines.
- 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.
- Proactive and innovative approach to improving attendance and student outcomes.

Desirable:

- Ability to use a variety of IT systems for data analysis and reporting.
- Ability to develop and deliver training to staff and parents.
- Skill in conflict resolution and mediation.
- Ability to manage budgets related to attendance initiatives.
- Ability to represent the school at external meetings and events.
- Knowledge of relevant software and technologies (e.g., MIS, data visualisation tools).
- Ability to conduct research and evaluate the effectiveness of attendance strategies

Personal Qualities

The Attendance Manager will demonstrate **exceptional leadership and management skills**, with the ability to **motivate, inspire**, and **support** staff. They will possess **excellent communication, interpersonal**, and **presentation skills**, enabling them to convey complex information clearly and concisely to a variety of audiences. **Strong analytical and problem-solving skills** are crucial, with the ability to **identify trends, evaluate interventions**, and **make data-driven decisions**. The Attendance Manager will also exhibit **excellent organisational and time management skills**, with the capacity to **prioritise tasks, manage multiple projects**, and **meet deadlines**. They will **work accurately** and with **meticulous attention to detail**, maintaining confidentiality and handling sensitive information with the utmost discretion. The ability to work both **independently and collaboratively** as part of a team is essential, as is a **proactive** and **innovative** approach to improving attendance and student outcomes. They will be a **resilient, resourceful**, and **adaptable** individual, committed to fostering a supportive and inclusive environment and promoting a positive and aspirational ethos.

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.

