**JOB OUTLINE**

<table>
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<tr>
<th>Job Title: Attendance Officer</th>
<th>Scale Point: Point 21</th>
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<td>Responsible to: Associate SLT: Pastoral Systems and Procedures/Attendance.</td>
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**Overall Purpose of the Job:**

- To take an operational lead in school on attendance practises and protocols. This role acts as the ‘front line’ management of student absence for up to 150 students at any one time.
- This will be done initially by tracking the data to identify the individual students; then the post holder will liaise with members of the pastoral team, meet with parents and students and wider external agencies to develop individual attendance plans for each student.
- The postholder will then become the single point of contact for the parent and will be responsible for monitoring and reviewing the plan on a weekly basis.
- The postholder will need to work with curriculum staff to ensure they are fully informed and so they have a better understanding of the student’s academic progress to inform the attendance plan.
- The duties are wide ranging and of critical importance to the school as attendance rates are a key performance indicator for all schools.

**Principal Accountabilities:**

- **To work with the Head of School to improve the learning and progress of children to improve the learning and progress of students, to ensure standards and levels of achievement are raised.**
- **Take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision**
  - Ensure regular tracking of all students to allow early identification of attendance concerns
  - Work with parents to help them understand and fulfil their responsibilities in relation to school attendance
  - Support the school to fulfil its statutory duties in relation to school attendance.
  - Work with school and other agencies to reduce persistent absence.
  - Meet parents and students (via regular and unannounced home visits)
  - To maintain appropriate records, prepare assessments and reports; and provide statistics as required
- **Undertake the preparation of paperwork required to refer cases to the legal section of the Education Welfare Service**
  - Monitor, record and respond to persistent absence and unauthorised absence
  - Issue warning letters and maintain student records
  - Issue Penalty notices and maintain student records
  - Prepare panel paperwork
  - Prepare prosecution paperwork
- **Referral form to EWS for school attendance enforcement procedures**
  - Provide attendance advice and in depth guidance to students on a one to one basis
  - Conduct individual guidance interviews to assess personal characteristics, skills and interest and
encourage students to relate them to suitable opportunities
Assist students and their House Tutors to formulate an individual action plan to enable them to
reach their goals (IBPs, PSPs, PEPs)
Raise aspirations of students and encourage them to overcome barriers to attendance, education, employment or training.
Promote equality of opportunity in career decision making
Identify student who have Special Education Needs and liaising with the SENCO provide
information and support to enable them to progress to providers who can support their needs as
outlined on their Individual Education Plan (IEP)
Liaise with appropriate staff over Alternative Learning Programmes.
Support the tracking of all vulnerable groups, including Children in Care, Disadvantaged Students.

- **Relationship with parents and the wider community**
  Attend parents events and options evening to enable parents to access information relating to
  attendance as necessary.
  Liaise with parents and the SEN team to address their concerns regarding barriers to regular
  attendance and eventual transition.
  Liaise with all relevant agencies responsible for students’ welfare
  Attend multi-agency meetings/panels
  Liaise with other staff in school to engage them in the attendance process
  Work with support staff within their area to ensure rigorous pursuit of excellent attendance and
  inclusion
  Work with the whole school staff to ensure the smooth running of the school
  Respond to the needs of children in their care
  Support the involvement of parents in their child’s education
  Liaise with other agencies in conjunction with other school staff (SENCo, DSL etc) to meet the
  needs of children in their care.

- **Attendance Support**
  Supporting school to develop and implement attendance policies
  Project work in schools, for example strategies to target persistently absent students
  Supporting school with the use of attendance codes
  Supporting school with the Penalty Notice Procedure
  Providing training to school staff
  Support school manage Child Protection Referrals
  Supporting Looked After Children
  Supporting Designated Teachers
  Supporting Pregnant School Girls and Teenage Parents
  Supporting Travelling Families
  Supporting Students on Alternative Learning Packages
  Re-integration for students who are/have electively home educated
  Support with school systems and managing Children Missing Education
  Collate data returns for Pupils Missing Out on Education (PMOE)
  Supporting students working with the Youth Offending Team
  Supporting students working with Children and Adolescents Mental Health Service
  Support with Early Help Assessments and other assessments for young people and families.

- **Statutory Duties**
  The Attendance Officer will carry out intervention work including initial enquires as identified within
  the school attendance policy. Data should be recorded and made available to the Senior Leadership
  Team showing the analysis, monitoring and evaluation of whole school attendance as well as
  written referrals where appropriate.
  Statutory duties will be actioned by the Education Welfare Service who will undertake legal
  proceedings against parents, including prosecutions where appropriate. The service will commence
  legal proceedings where it determines that there is a reasonable chance of successful action and
  has the right to decline cases where there is insufficient evidence. However, it will remain the
  Attendance Officer’s responsibility to provide sufficient evidence of a hierarchical and appropriately
  timed response to significant attendance problems before a referral is made to Education Welfare
  Services.
The post holder will be expected to work within the school's policies and procedures. Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder’s responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.