Attendance Officer

Job Description

Employer: Dagenham Park Church of England School
Location: Barking and Dagenham
Salary: PO1
Responsible to: Deputy Head teacher

Purpose of the job:
- To contribute to raising achievement by improving school attendance and punctuality.
- To assist the school in meeting its obligations and targets in relation to school attendance, especially persistent absence and improving punctuality.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.

Main activities:
- To develop and monitor school policies, systems and strategies on attendance
- To deliver workshops and school assemblies to promote attendance
- To Co-ordinate attendance at annual Governors’ Attendance Panel together with associated subsequent action
- To train school staff on registration issues and attendance procedures
- To provide data to the DfE, School Improvement Partner, LA, Governing Body and Court if necessary
- To work with the police to provide truancy patrols
- To work with the LA in cases of prosecution (including fast track prosecution) of parents/carers who fail to ensure their child attends school regularly
- To work with the LA regarding the use of Education Supervision Orders to encourage students and parents/carers to work with the Attendance Service
- To share attendance information on a whole school basis
- To follow LA procedures in removing non-attending students from the school roll
- To ensure designated areas of the website are regularly reviewed and updated as required
- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies
- To meet with key stake holders, students and parents/carers to identify individual problems and find possible solutions
- To establish the reason for non - attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing
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- To attend and present evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- To be responsible for admissions and maintaining accurate students’ records, ensuring all new students joining the school and those leaving are recorded on the school’s administration systems.
- To liaise and work with other professionals i.e. police, Social Services, Housing, Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To use IT systems to produce reports, to meet deadlines and record information including statistical data, providing reports to Leadership and other professionals.
- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable students to show an improvement in these areas.
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance in order to be able to offer informed advice to parents/carers, staff and others.
- To support the pastoral team in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of staff, parents/carers and the community on the importance of school attendance and punctuality.
- To work with the school leadership team, the SENCO, teaching staff and the relevant LA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school’s existing policies and processes.

General requirements

- Adaptable, imaginative, creative and flexible in approach to the work.
- Self-motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training.
- Prepared to attend meetings outside of office hours.
- Promote and safeguard the welfare of young and vulnerable people that you come into contact with.
- To maintain high standards of confidentiality.
- To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures with may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection)

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job. In addition, all staff are actively encouraged to play a part in the wider life of the school by contributing to extra-curricular activities.