



Witton Park Academy

JOB DESCRIPTION

Job Title:	Attendance Support Officer
Reporting to (job title):	Deputy Headteacher
Hours of work:	37 hours per week (Term time only + 1 week)
Location:	Witton Park Academy
Grade:	Grade C, NJC 3 - 5 FTE £24,027 - £24,790

Main Purpose/Responsibility

To work alongside key school staff (including SLT) and the Pastoral Team to reduce levels of unauthorised absences and promote whole school attendance procedures in accordance with the academy Attendance Policy.

To be responsible for the administration of attendance data, keeping accurate and clear records on Arbor and CPOMS and identifying children with patterns of poor attendance who require additional support.

To actively support and model the ethos and aims of Witton Park Academy and ATC.

Main Duties

The below duties are to be carried out:

- Act as a first point of contact regarding student absence and process daily attendance records. Ensure records on Arbor are accurate and up to date. Send out general communications to parents about attendance.
- To liaise with LA regarding CME submissions.
- Record and maintain records of unexplained absences and any follow up actions taken.
- Understand and implement the Attendance Policy. Contribute towards the annual review of the Attendance Policy.
- Liaise with the Local Authority Inclusion Team, identifying pupils for targeted intervention and work in conjunction with PSO to support such interventions.
- Develop and maintain effective contact and communications with families. Maintain contact with the parents of pupils who have poor attendance to discuss the reasons for poor attendance. In consultation with the Pastoral Team and Local Authority, agree plans for improving attendance and punctuality.
- Analyse attendance information and data to identify pupils who have poor attendance or are at risk of developing poor attendance, and notify SLT and Pastoral Team of children who require additional strategies and support.
- Analyse whole school attendance information to identify trends, key areas of concern and areas for improvement.
- With the assistance of the Pastoral Team / SLT Follow up lack of response to first day contact and other contacts by home visiting or meeting parents/carers in school.
- Prepare reports on attendance for the appropriate stakeholders and ensure maintenance of accurate and factual records which could be used in evidence in legal interventions.
- Remain updated on legislation, regulations and guidance to support attendance.
- Process and manage pupil holiday requests or absence requests.
- Work with SLT and the LA to issue fines to parents with poor or unauthorised absences.
- Ensure CPOMs recording and responses are up-to-date, relevant and accurate.
- Maintain accurate and up to date enrollment attendance registers and share with LA.

As a member of staff at Witton Park Academy:

- Conduct all activities in a professional manner at all times
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality
- Maintain confidentiality and adhere to safeguarding procedures
- Attend meeting with the LA as appropriate

- Offer general administrative support to the wider admin team, such as answering the phones, dealing with parent and staff queries etc
- Any other duties commensurate with the role

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.