Attendance / Admissions Officer
Job Description

Accountable to : Headteacher

Purpose of Job
Responsibility for the monitoring and improvement of attendance and punctuality of all pupils across, ensuring that attendance rises above national expectation.

Key elements of Attendance and Admission

Attendance Monitoring and Admissions

- Ensuring all registers are completed correctly on SIMS
- Managed and input of lateness and absences of pupils onto SIMS.
- Update SIMS with information received from parent, teachers and office staff.
- Identify poor attenders and monitor their attendance ensuring the required statutory procedures are followed and actioned.
- Provide accurate and regular attendance and lateness reports to relevant colleagues, School Senior Leadership Team.
- Follow up pupil's absences and lateness by telephone or other means, on a daily basis.
- Produce reports for the headteacher\Leadership Team showing percentage attendance, lates linked to: year/ gender/ EAL/ SEND and Pupil Premium on a monthly basis.
- Provide analysis for HT\LT regarding attendance trends and patterns.
- Ensure the school keeps abreast of the latest strategies to improve/ maintain attendance.
- Pro-active management of referrals including the timely maintenance of the referral database
- To make visits to pupils' homes on school attendance matters, and to discuss with pupils and parents solutions to the barriers to learning they are experiencing, which is adversely affecting their attendance at school.
- Identify individuals and/or groups of pupils that require additional support to improve their levels of attendance and punctuality and to take the lead on raising standards.
- Liaise with outside agencies, parents/carers, social services, local authority and/or organisations in relation to information on pupil attendance and punctuality.
- To process admissions download and completed the required administration in preparation for the pupil starting school.
- To complete the required admission documents with families ensuring the mandatory evidence are obtained.
- To show parents and pupils around the school promoting the school ethos
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school
- To keep clear and concise records of all consultations and to write any other reports i.e. attendance reports and summaries, as required for the school.

Attendance Intervention

- Promote the importance of good attendance across the school through a range of strategies: assemblies/rewards/ letters home etc.
- Work with targeted pupils to improve attendance; meeting pupils, parents and other outside agencies.
- Administer the fixed term penalty notices in order to improve attendance.
- To conduct home visits as and when necessary.
- Attend parent's evening to discuss attendance and improvements required with targeted parents.

- Chase pupils' information from previous schools to ensure that any existing attendance issues are challenged in a timely manner.
- Liaise with the Local Authority ensuring that any missing pupils are chased.

Punctuality
- Work with the HT and LT to improve punctuality through a range of strategies.
- Ensure lateness is input within SIMS and the necessary disciplinary measures are in place and that parents/carers are informed.
- Promote the importance of good punctuality across the school through a range of strategies: assemblies/rewards/letters home etc.

Liaison with outside agencies
- Coordinate and attend meetings with parents as appropriate to improve attendance.
- Meet with outside agencies to refer pupils with poor attendance and discuss attendance of previously referred pupils.
- Inform the HT of those pupils who it is intended to refer to the LA / outside agencies.
- Where appropriate attend meetings between the LA/ outside agencies and parents.
- Liaise with social services with regard to the attendance of looked after children
- Attend TAC/ CIN meetings, might Involve Common Assessment Framework (CAF) referral.
- Liaise with local primary schools and work together regarding common practice and information sharing to improve attendance.

Accountability
- To undertake an active role in promoting liaison between parents, school staff and community and statutory teams and agencies as appropriate.
- Support families by promoting links between the home, school and other relevant community and statutory resources so that children, who are currently experiencing health, social, emotional or behavioural difficulties benefit.
- To provide advice and support to parents/carers/families in order to promote the parent/school partnership.
- To advise on practical childcare and parenting skills, including how to meet the emotional needs of children e.g. play, setting boundaries and consistent discipline.
- Take appropriate action to tackle disaffection and to promote attendance at school by providing advice, support and information to parents, pupils or teachers.
- To design, co-ordinate, run and evaluate small groups of children and/or parents and address the problems which have created disaffection and which promotes attendance.
- To work in collaboration with the Inclusion Leader to promote parent partnership and the welfare of all identified pupils.
- To monitor attendance of pupils, undertake 'first-day calling', produce reports for teachers and the school as required for monitoring or other purposes.
- To provide support in co-coordinating, monitoring and evaluating any projects set up to support the pastoral needs of pupils in the school.
- Assist the class teacher with observation, assessment and monitoring of the progress of pupils maintaining accurate records so that all interventions with pupils are documented, particularly in relation to a pupil's Pastoral Support Programmes, EHC and report on involvement to relevant parties, as appropriate.
- Raise self-esteem and promote positive behaviour patterns and discipline in working with pupils to assist their education and growth.
- Supervise the dietary needs of any pupils, ensuring these are recorded and liaising LA school nurse to arrange health checks and visits to the school.
- Coordinate parent curriculum workshops.
- Organise and manage school events for pupils and parents and fund raising activities.

Family, Community, and Multi Agency Liaison

- To work directly with children and their families in the community, within their homes as well as at the school, in order to promote, strengthen and develop the relationship between parents/carers, children and young people and the school.
- To help develop and sustain collaborative links with relevant agencies, practitioners and parents in order to support children/young people and their families.
- To work in a variety of settings, in particular the home and school environments to develop, plan and participate in programmes of work with parents/carers and children, both individually and in groups across the nursery and the school.
- With guidance from the school, to ensure such problems which are outside the remit of the Family Liaison Officer are referred to an appropriate alternative agency to ensure that advice and expertise is available.
- In liaison with school management, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
- Establish and maintain positive and productive relationships with all pupils, parents/carers, colleagues and other professionals including Local Authority and Childcare Service and Social Care, to develop and maintain these professional relationships.
- Report any welfare and/or child protection concerns as per Grange Primary School policies and procedures.
- Take on the roles and responsibilities as determined by existing and successive legislation that may have an impact upon the role.

Generic to the role

- To undertake any other duties as may be required from time to time by the Headteacher.

Grange Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties, an enhanced disclosure check will be required.

Grange Primary School is an equal opportunities employer and welcomes applicants from all sections of the community.

Signed……(Headteacher) Date……..…

I acknowledge that I have seen and received a copy of the above job description

Signed…….. (Member of staff) Date…….

Attendance / Admissions Officer
Personal Description

Description	Essential	Desirable	Evidence
Qualifications:	Grade A-C in both GCSE Maths & English (or equivalent qualification) The post holder will require an enhanced DBS (carried out by the school)	Further relevant qualifications First Aid at Work Qualification UK driving license and use of a car, as your work may involve visiting outside agencies and pupils at home.	Application Form Certificates of Qualification & Training
Experience:	Substantial relevant experience of working with families, including parents, pupils and other professionals and agencies. Awareness of the SIMS Management Information System Positively working with hard to reach families and young people	Previous post of responsibility within schools. Experience of working with outside agencies.	Application Form References Interview Process
Knowledge:	An understanding of the process of education, what teachers and other staff do and the roles and responsibilities of pupils and parents. A good understanding of child development. How children develop as learners and assessing their progress. An awareness of current issues affecting children and young people	Knowledge of inter-agency provision which support schools and families. Ability to facilitate/deliver workshops to parents or the willingness to learn	Application Form References Interview Process
Professional Qualities:	Able to assist in maintaining high expectations and standards throughout the school.		Application Form References Interview Process

	Willingness to undertake training as appropriate and develop skills to support family liaison work. Able to work within a team.		
Skills:	Excellent communication both verbal and written Able to deal with confidential information sensitively and appropriately in line with school policy Ability to be highly productive, work under pressure and meet deadlines Ability to work in a non-judgmental way Confident and assertive Ability to work with outside agencies Ability to organise and prioritise work and to take effective decisions while working under pressure Be understanding of the needs of children and young people, particularly those with complex emotional, social or behavioural needs. Some knowledge of the Children Act and Education Legislation		Application Form References Interview Process