



TVI Learning Attendance Leader

NAME:

GRADE: Scale 4

DESIGNATION: **Attendance Leader**

Date: October 2023

Supervising Officer: Headteacher

Main Purpose

- Responsibility for the accurate recording and monitoring of children's attendance.
- Be the main contact for any attendance issues in School.
- Take the lead on improving school attendance.
- Work with parents to reduce levels of absence and unauthorised absence.
- Work with key staff to reduce the levels of absence and unauthorised absence.
- Manage whole-school attendance strategies to promote a positive attendance and punctuality culture.
- Provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- Collate, monitor, evaluate and update attendance data, including analysing trends, producing attendance data and reports.

Duties and Responsibilities

- Monitor the input of children's absences onto Integris and ensure registers are completed in an accurate and timely manner. Rectify any missing marks or unexplained absences.
- Implement Action Plans for persistent absentees with a particular focus on disadvantaged students.
- Identify persistent absentees and work closely with the Inclusion Team and Designated Safeguarding Lead to ensure concerns are dealt with promptly.
- Work with families, the Inclusion Team and the SLT to improve punctuality.
- Liaise with students, families and professionals on attendance issues.
- Ensure the necessary procedures are in place and that parents and carers are informed of lateness/absence.



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- Promote the importance of good attendance and punctuality across the school through a range of strategies: assemblies/rewards/letters home/absence tracking/home visits etc.
- Produce regular reports to analyse attendance and punctuality on an agreed basis. Provide analysis of attendance trends and patterns.
- Advise the school and lead on strategies to promote the regular and punctual attendance of all children.
- Lead on initiatives which raise the awareness of the importance of school attendance.
- Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Administer the fixed term penalty notices to improve attendance.
- Administer term time holiday fines.
- Attend multi agency meetings to discuss attendance and improvements required with targeted parents.
- Contribute to Early Help Assessments and strategy meetings.
- Liaise with other schools regarding families and siblings who historically have had poor attendance.
- Make regular contact with families in response to attendance referrals through home visits and/or meetings in school and keep accurate, clear and concise records of all interventions.
- Work with other professionals to ensure the Children Missing Education procedure is followed by the school.
- Work with appropriate colleagues to ensure records are kept when a parent elects to Electively Home Educate their child.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with senior colleagues and Governors as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure relevant safeguarding policies and measures for all staff and students are in place and reviewed.
- Contribute to the writing and updating of policies and procedures that relate to attendance.



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The above duties are neither conclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.