



Headteacher: Ms Tracey Reynolds BA (Hons) MA (Ed)



BUDEHAVEN
COMMUNITY SCHOOL

Budehaven Community School Attendance and Admissions Officer

The post holder will promote and support high levels of student attendance, working closely with students and their parents/carers to improve levels of attendance and in so doing, support students to achieve their full academic potential and realise their ambitions.

The attendance officer is a key role in the school's pastoral team. S/he will:

- Promote a positive attendance and punctuality culture.
- Identify and work with individuals and groups of students, forming strong relationships with parents/carers.
- Track, collate and analyse data/ information with regard to the attendance of students, informing and advising the school, Education Welfare Officer and parents/carers.
- Liaison with prospective parents and students ensuring effective admission to the school.

Attendance

Daily

- To ensure all am/pm registers are completed with no missing marks or unexplained absences
- Investigate absences through liaising with parents and external services.
- To check accuracy and correct coding on registers
- To ensure all unexplained absences are accounted for or send letter requesting an explanation. Contacting home with regards to lateness & truancy.
- To monitor attendance registers in lessons and chase up absences
- To check and remind any necessary staff to complete registers.

Tracking and analysis

- To interpret information relating to attendance patterns and identify key areas of concern for Directors and SLT
- Identify individual students who need support in improving their attendance record
- To monitor the attendance of vulnerable groups of students and liaise with LAC/SEND/PP Leads
- Report absences of vulnerable students immediately to Pastoral Manager
- Liaise with the DSL and deputy DSL regarding child protection; report safeguarding concerns using school MyConcern where necessary
- Produce a fortnightly summary of attendance for SLT and Directors of Key Stage
- Prompt and monitor tutor action re issuing attendance letters to tutees
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- Attend meetings relating to student attendance, take notes and distribute where necessary
- Support parents to encourage positive attitudes to attendance, sharing information and providing the link between home and school.
- Meet with the Educational Welfare Officer: deputise/accompany Director
- Maintain a register of off site provision, ensuring attendance at off-site provision is recorded on SIMS.
- In case of fire, ensure registers are given out and collected in
- To keep a record of elective home education and ensure two week cooling off period applied
- To keep accurate records of destinations of all students who are taken off roll
- Provide support to other pastoral team members as required.



Admissions

- To be the school's LA contact for admissions
- To liaise with the transition team and Directors of Key Stage to successfully integrate new students
- To organise school tours for prospective parents

Professional Development

- Attend training to help to develop skills related to the post
- Attend CPD and INSET days
- To keep up to date with SIMs and schoolcomms training

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

All employees of Budehaven Community School are required to understand and contribute to the Budehaven Way