



JOB DESCRIPTION

Attendance & Relationships Coordinator

Contract: 36 hours per week, 39 weeks

Salary Banding: H25 – H28 Actual Salary £30,576 - £32,921 (£35,235 - £37,938 FTE)

Reporting to: Vice Principal for Pastoral

Main Purpose of the Post

To drive and improve student attendance

Specific Responsibilities of the post include:

- Responsible for the line management of the wider attendance team
- To ensure that there is an effective system for all students leaving/returning to school during the school day (for appointments, off-site provision, late students, etc). Ensure that the procedure 'Safeguards' students and is understood by staff, students and parents
- Data entry is required to a high level of accuracy ensuring attendance codes are input correctly and timely and that alerts are provided to parents/carers should students not attend. Analyse the completion of registers at key points notifying staff of errors and omissions and keeping a report of these
- Produce regular attendance reports for the Senior Leadership Team (SLT) identifying trends, patterns, and areas of concern
- Ensure accurate and up-to-date recording of attendance data in the school's management information system (MIS)
- Liaise with Form Teachers, Progress Leaders, Assistant Progress Leaders and other relevant staff to address attendance issues as they arise
- Identify students with poor or declining attendance and initiate early intervention and support strategies
- Liaise with other staff and agencies supporting any other issues relating to student attendance and where appropriate carrying out the statutory duty of legal action
- Work closely with students and their families to understand barriers to attendance and develop action plans to address these issues
- Implement The Oldershaw School's Attendance Strategy, ensuring that all actions are in line with local authority guidelines
- Arrange and attend meetings with parents/carers, students, and external agencies as necessary to discuss attendance concerns and agree on support plans
- To Liaise with feeder schools to ensure that any attendance concerns are identified promptly and can be monitored effectively once the students are admitted
- Conduct Family Assessment of Need (FAN) for students where attendance concerns indicate underlying issues that require a multi-agency approach
- Work collaboratively with external agencies, including social services, health services, and voluntary organisations, to coordinate support for students and families

- Maintain accurate records of all FANs and related interventions, ensuring confidentiality and data protection standards are met
- Manage a wide range of attendance-related administrative tasks, including drafting and sending attendance letters to parents and carers
- Complete and submit fixed penalty notice referrals for unauthorised absences in accordance with school and local authority procedures
- Maintain accurate records of all communications and actions taken to address attendance concerns, ensuring compliance with legal and policy requirements
- Regularly review and update attendance procedures, and update policies ensuring compliance with statutory requirements and best practices
- Complete and manage Child Missing from Education (CME) documents to ensure timely and appropriate action is taken when a child is not attending school or is missing from education
- Oversee the movement of children, including the accurate and timely updating of records when students join or leave the school, and ensuring compliance with statutory requirements
- Maintain accurate records of all communications and actions taken to address attendance concerns, ensuring compliance with legal and policy requirements
- Act as the main point of contact for attendance-related matters within the school
- Work closely with the Senior Leadership Team, safeguarding leads, and pastoral staff to ensure a cohesive approach to attendance management
- Use tactful interventions to engage hard to reach families and students
- Cultivate strong, supportive relationships with students by actively listening to their perspectives and addressing any challenges that may prevent them from attending school regularly
- Oversee and ensure that home visits are undertaken as appropriate
- Oversee and ensure that visits to Alternative Education Provisions (AEP's) are undertaken
- Provide training and support to school staff on attendance-related issues and the implementation of the attendance policy
- Lead, prepare and deliver attendance assemblies at key times throughout the year
- Lead on the attendance rewards system, incentivising attendance to lessons
- Analyse attendance data to identify key issues and trends, and report these to the Senior Leadership Team
- Develop and implement targeted attendance improvement strategies, setting clear targets and reviewing progress regularly
- Participate in the evaluation of the effectiveness of attendance initiatives, adapting approaches as necessary to achieve desired outcomes
- Identifying students with excellent/most improved attendance, including organising and managing reward events, and acknowledgment through publicising success
- Liaise with the school first aid staff when required to support where a pupil's attendance may be a concern due to a medical issue
- Support the relevant staff required to facilitate school immunisations
- To have an overview of students with long and short medical needs to facilitate attendance

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is priority
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all school's policies are implemented as appropriate
- Attend all meetings as directed
- Be willing to undertake first aid training if required
- Perform any other reasonable duties as requested by the Executive Headteacher/Head of School

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

Signed (Line Manager)

Date