



Shipston High School	Job Description
Post Title	Attendance Officer
GRADE	Grade F – Term Time plus 1 week
HOURS	Full time, 37 hours per week Hours of work: 8 – 4 Monday to Thursday & Friday 8 – 3:30 (1/2 hour unpaid lunch break daily)

Shipston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

Job Purpose:

- Under the guidance of the Attendance lead, overseeing daily attendance processes, assisting to improve attendance and punctuality, providing targeted support for pupils and families, and fulfilling statutory responsibilities in line with legislation and school/local authority policy.
- To investigate the reasons for pupils' absence from school and take appropriate action to secure regular attendance.
- To implement the school's attendance procedures and policies – providing advice and guidance as appropriate and as required.
- To develop and maintain high quality pastoral relationships with students and families.
- The role requires working creatively with pupils for whom attendance and punctuality is a barrier to learning, promoting a positive culture of attendance, including but not limited to, contributing to safeguarding, pupil premium SEND, EAL, and wider pastoral support.
- To provide additional support in the school office and to the School Business Manager as requested/required.

Attendance Duties & Responsibilities

- To complete first day absence contact via email and phone.
- To identify and understand the reasons for pupils' absence by gaining knowledge, via school records, discussions with family, staff and if applicable external agencies.
- To liaise with head of academic standards on a regular basis, providing them with data to identify patterns to persistence absence.
- To liaise with the academy's LAC Lead (AHT) in order to improve school access to LAC and carers.
- To maintain good links with parents / carers through telephone communication, home visits as required, relaying information where appropriate
- To liaise with head of academic standards and attendance lead on a regular basis, providing them with data and information for severely absent students.
- To attend parents evenings to be the point of contact regarding attendance
- To analyse and prepare data for others to present to all appropriate agencies regarding Penalty Notice and Prosecution. This includes preparing and assisting with planning of attendance action plans and collating the chronology of support
- To provide reports for appropriate Academic & Pastoral Lead with regard to court cases as required.
- Produce attendance letters as required in line with the schools policy.
- Be involved with parental and Head of Academic Standards attendance meetings.
- To prepare clear, concise and accurate reports as necessary. To maintain appropriate, accurate and up to date records. Use of computerised database.
- Assisting parents to ensure that all pupils who are not in mainstream school are receiving an appropriate programme of education by liaising with the Attendance Lead/ SENDCO/Pastoral.
- To liaise with external agencies when appropriate under guidance of the Attendance Lead/ SENDCO/Pastoral
- To provide guidance, support and training to school staff as required on matters of attendance.
 - To promote good attendance across school

- Report to an appropriate member of SLT any members of staff who regularly fail to meet the requirement to register, both tutor registration and lesson attendance.
- To support and be part of all internal and external inspections as required e.g. OFSTED.
- To comply with the Academy's Safeguarding Procedures, including regular liaison with the Academy's Safeguarding Officer, Leadership Team and Governing Body as required/requested.
- To comply with the Academy policies and procedures at all times
- Any other duties as within the scope and spirit of the job purpose, the title of the post and its salary grading.

General

- Other such duties which lie within the scope and grading of the job purpose. For example, act as a lunchtime supervisor or examinations invigilator.

PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS	For recruitment use only
KNOWLEDGE	<ul style="list-style-type: none"> • An awareness of legislation affecting school attendance e.g. 1996 Education Act and 1991 Children’s Act. • An awareness of the reasons for non-school attendance and school procedures for dealing with this. • An understanding of the Code of Practice. • Understanding of equal opportunities issues and an awareness of what this involves. • Effective record keeping. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills e.g. communication, active listening. • Skills in managing confrontation • Skills in developing strategies for dealing with conflict • Effective communication skills at all levels • To work well with hard to engage parents • Organizational skills to prioritise workload • Skills in liaising effectively with a variety of other agencies • Excellent ICT skills in MS office, internet, e mail and general office duties • Ability to investigate and collate relevant information • Ability to write clearly, including complex letters and reports • To be aware of one’s influence as a role model and as a representative of the school • To work as a reliable member of a team • To be able to influence others and manage discussions to achieve the desired outcome • To be able to deal with sensitive issues in a confidential manner • To be able to work alone and on own initiative • To have a full clean driving licence and be able to transport pupils when necessary – to have own transport. (a mileage allowance will be paid as appropriate for academy duties) 	
EXPERIENCE	<ul style="list-style-type: none"> • Good basic education, sufficient to enable the construction of clear and accurate oral and written reports. Further professional/educational qualifications, e.g. certificate, diploma, degree level(Desirable) • Working with young people in an education environment, preferably in a secondary school setting. • Working with young people in a family setting • Experience of staff management and supervision. • A proven track record of relevant work wth young people. 	

Responsible to: The School Business Manager, Assistant Head Teacher (Attendance/Safeguarding)

Attendance Officer JD/PS: April 2026