



NAME:	
POST TITLE:	Attendance Manager
GRADE:	Grade 6 (SCP 11-19) 37 hrs per week, term time only
RESPONSIBLE TO:	School Lead for Attendance, Headteacher
JOB PURPOSE:	<p>The main objectives to be achieved by the Postholder:</p> <p>To operate the school attendance tracking system, producing data and statutory returns in addition to administering admissions and the pupil database.</p>
CORE PURPOSE	<p>Making Fisher More a place where everyone matters. A place where everyone can enjoy equal and quality life chances which enable their 'bright colours to shine'.</p>
<p>Core responsibilities</p> <p>To promote and support high levels of attendance, by:</p> <ul style="list-style-type: none"> Managing the collection and collation of attendance data. Being the link person for data with the Local Authority in terms of returns. Forming strong relationships with all stakeholders. <p>Attendance</p> <ul style="list-style-type: none"> To ensure all registers are completed and no missing marks or unexplained absences remain. To record into the system all pupils arriving late to school through the Attendance Office. To follow school policy of 'first day contact' via Synergy. To check and remind any necessary staff to complete their official registers. To monitor in school lesson attendance as necessary. To ensure all unexplained absences are accounted for or send letter requesting an explanation. To assist and check records prior to the Census return to ensure school attendance is accurate and up to date. To produce termly reports for the LA and copy to the relevant Assistant Headteacher. To input timely information i.e. exams, music trips, sporting events, work-based learning, appointments, absence reports etc and to keep Year Leaders and staff updated. To check accuracy and correct coding on registers before printing off official registers and filing away on a termly basis. To print off official registers daily and explained absences to ensure they are at hand in event of an evacuation of the school community. To interpret information relating to attendance patterns and identify key areas of concern for Year Leaders and SLT. To follow the attendance policy and send out letters as required. To provide updates for relevant staff on student attendance. To collate, maintain and update attendance data. To keep up to date with SIMs training in consultation with the line manager. To inform the LA of any students leaving for home education, moving area or changing schools. 	



SS JOHN FISHER & THOMAS MORE
~ Roman Catholic High School ~

School

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skills training and participate in personal/performance development as required
- To take care of you own and other people's health and safety
- To wear a uniform as provided
- To be aware of the confidential nature of issues

Note

In addition to the above:

- Miscellaneous duties as circumstances demand, at the reasonable request of the Headteacher.
- Attending INSET and meetings as agreed with line manager.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Agreed by:

Date: