Bexley Grammar School

Attendance Officer (Sixth Form) - Job Description

KEY RESPONSIBILITIES:

- To manage the Registration procedures for the Sixth Form.
- To monitor students' attendance and punctuality.
- To ensure prompt contact with the home of students who are absent and liaise with parents to obtain reasons for absence.
- To manage the process of truancy and late detentions, including contacting students and parents.
- To process all information in Arbor and provide fast, accurate data to members of staff and outside agencies as required.
- To assist in improving and maintaining school attendance rates.
- To support the management of 16-19 Bursary scheme.

GENERAL RESPONSIBILITIES:

- Produce statistics relating to attendance as required.
- Provide accurate data on student attendance and unauthorised absence rate.
- Play a key role during fire drill procedures, responsible for the safe transportation of students' registers and their distribution to members of staff.
- Actively monitor the taking of AM/PM registration and follow up issues with staff.

<u>Daily:</u>

- Enter lates and reasons for absence on to Arbor.
- Input absence marks due to events into Arbor.
- Log any students who are late and fail to sign in (for detention).
- Call/email parents to check any unexplained absences.
- Check list of monitored students and notify relevant DoS or Head of Sixth Form.
- Check missing lessons and follow up with students

<u>Weekly</u>

- Organise late detentions and missing lesson detentions - communicate with the sixth form team
- Monitor lates and communicate with parents as required, escalating concerns to monitoring list of students as appropriate.
- Monitor absence and communicate with parents as required, escalating concerns to monitoring list of students as appropriate.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.