



Job Description

School Attendance Manager

CONTRACT: Permanent
Full time: 37 hours per week / TERM TIME ONLY

SALARY SCALE: Band E (pts 18 to 25) *pro rata for term time only (approx. £26,000 - 33,000 pre-tax)
Starting: Point 18

Responsible to: Deputy Headteacher: Director of Behaviour and Attendance
Assistant Headteacher: Director: Safeguarding and Welfare

Key Contacts:

- Parents
- Form Tutors in Year Team
- Student Welfare Managers
- Year Leaders
- Key outside agencies
- SENCo

Responsible for: NA

Duties and responsibilities

- Take an active role in carrying out the attendance policy of the school.
- Investigate continued absences of pupils to determine if such absences are lawful and known to parents.
- Conduct investigations to locate truanting students and enforce compliance of applicable laws, codes and requirements.
- To lead whole school initiatives to improve attendance
- Maintain accurate records and have the ability to write complex reports.
- Follow up unexplained absences with parents and students.
- Follow up any post registration truancy.
- To be available for parents during the day.
- To ensure that parents and students always understand and subscribe to the values and ethos of Wood Green Academy in relation to attendance and stress its importance.
- To take an active role in ensuring that all eligible parents apply for Free School Meals for students on role.
- To encourage parents to have high aspirations for their children.
- To attend meetings with parents and external agencies when required.
- To monitor attendance patterns on a short/medium/long term basis and report them to the Year Leaders and Deputy Headteacher – Director of Behaviour and Attendance.
- To implement home visits regarding attendance and safeguarding issues.

- To monitor, and amend, when necessary, the attendance policies for students in collaboration with the Deputy Headteacher Director of Behaviour and Attendance.
- To monitor, and amend when necessary, the academy admissions policy, including the annual statement of appeals, in collaboration with the Deputy Head – Safeguarding and Welfare.
- To suggest and implement innovative strategies aimed at improving the attendance of vulnerable groups.
- To liaise with Year Leaders and Student Support Managers to raise the attendance of individual students in their year group.
- To prepare all paperwork for referrals to Sandwell School Attendance Service including gathering evidence from school to be used in court proceedings.
- Attending court as a witness, where necessary, to enable effective prosecution.
- To liaise with the Sandwell School Attendance Service to make referrals for students with irregular attendance, students who have taken unauthorised leave of absence from school and to report Children Missing Education.
- To carry out the administrative duties relating to the Internal Exclusion Unit, fixed term and permanent exclusions.
- To administer the 'in year' applications for school places at the Academy.
- To administer the waiting lists for admission to the Academy.
- To arrange and carry out testing for students who are new to the academy.
- To make referrals to Alternative Provision when required (Albright and Shepwell school)
- To attend half-termly reviews for Alternative Provision placements (Albright and Shepwell school).
- To attend fortnightly inclusion meetings with Assistant Head – Safeguarding and Welfare.
- To complete all safeguarding checks for leavers and complete removal from roll paperwork.
- To carry out any other reasonable duties as directed by the Governors or Headteacher.
- Clerk to the Governors discipline committee including: Contact Governors to arrange dates. Prepare paperwork for meeting. Deliver exclusion packs to parents.
- Typing up minutes of exclusion hearings.

Other:

- To undertake access arrangements during internal and external examinations as required.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for KCSIE 2026 or any update, Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must attend any necessary training.
- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities, and aptitudes.

Signed _____ Date _____
(School Attendance Manager)

Signed _____ Date _____
(Headteacher)