

JOB DESCRIPTION

Position Title:	Attendance Officer (PP/AEN)	Date Finalised	February 2026
Department:	Business Support		
Team	Attendance		
Reports to:	Attendance Lead		
Working hours:	30 hours per week, term time only, including INSET days (40 working weeks a year)		
Salary/Grade:	£17,915 per annum (FTE £25,186 per annum), Grade C		
Subordinate Positions:	N/A		
Job Summary/Purpose			
<p>The Attendance Officer will work alongside key school staff to promote excellent attendance, you will work within the Attendance team with a focus on PP students, students with Additional Educational Needs and students on Reduced Hours Provision.</p> <p>Provide focussed family support to parents / carers to help reduce the number of absences.</p> <p>Facilitate early intervention to avoid escalation of issues.</p> <p>Improve educational attendance of children resulting in enhanced life-chances.</p> <p>Empower parents/carers to support their children and meet their needs.</p>			
Primary Responsibilities			
<ul style="list-style-type: none">• Identify absence for PP/AEN students, using regular attendance checks and undertake PP admin tasks as required to in turn support students’ attendance.• Monitor attendance to Alternative Provisions.• Manage registers for all students on Reduced Hours Provisions.• Work closely with parents/carers and students to improve levels of attendance.• Develop trusting relationships with stakeholders and students to help alleviate or break their cycle of absences• Ensure all registers are completed and no missing marks or unexplained absences remain• Ensure all unexplained absences are accounted for by obtaining evidence for absence e.g. GP note.• Assist with the identification of students who will receive support in improving their attendance record.• Help plan creative and innovative responses to families’ needs and keep high quality records and assists with the preparation of reports.• Collate information with regard to the attendance of PP/AEN students who may be experiencing attendance difficulties in order to inform Senior Leadership Team (SLT), Heads of House (HoH), the HQ and parents/carers.• Act as a conduit between stakeholders, school and other agencies to promote high levels of school attendance and emotional and physical well-being offering emotional and practical support to parents and their families• Conduct regular data analysis and reporting, in particular, to identify improvements in attendance as well as persistent absence issues.• To participate in the development of school reward systems in relation to attendance.• Coordinate rewards for improved attendance and consistently excellent attendance.			

- Build up knowledge and understanding of local resources and community and statutory services, including Mental Health Teams, Social Services, Health, CAMHS, Schools and voluntary services, and communicate effectively with them in the best interests of the child and family
- Work alongside colleagues to assess the needs of the families referred for support and participate in the reviews and evaluation of the work.
- Undertake Home visits with a colleague as required.
- Support and uphold Calthorpe Park's values and ensure personal/institutional compliance with relevant legislation within your relevant area of responsibility
- Attend conferences, review meetings, supervision and training sessions as requested
- Follow the School Absence Policy.
- Liaise with the safeguarding team where child protection matters arise.
- To keep up to date with SIMs, Excel and Edulink training.
- Work flexibly as will be required by the needs of the school and carry out any other reasonable duties as required.
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Please note: The role incumbent may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a role.

Other relationships within the school i.e. which parts of the school will this role work closely with?

This role will work closely with:

- The Attendance Lead
- PP/AEN Department
- The HQ
- Heads of House
- Deputy Headteacher
- Tutors

Critical Skills

- Strong relationship building skills with internal and external stakeholders
- Ability to demonstrate empathy
- Ability to work on own initiative within school protocols/procedures
- Excellent communication skills
- Resilience
- Analytical thinking
- Problem solving skills

Experience, Qualifications, Technical Requirements, Education

Required/Preferred

- Knowledge of legislation relating to school attendance
- Knowledge of safeguarding procedures in schools
- Experience of working in an educational setting with young people
- ICT Literate (including Excel)

Required
Required
Required

Required

Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.

Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.