**Grade 7 Role Profile: Senior Attendance and Admissions Officer**

**Attendance Admissions Interventions Integrations Pathways**

**Key Accountabilities/Responsibilities**

1. Act as Deputy Designated Safeguarding Lead (DSL) as directed by the Headteacher.
2. Lead worker for promoting attendance for all pupils so that it remains a high profile area of the schools work.
3. Support the admissions process by ensuring that pupils are admitted on roll in a timely manner, working collaboratively and proactively with other staff to ensure that the correct attendance intervention is in place for all pupils at all times.
4. Support the Assistant Headteacher with the exclusions process, by managing the supervision of pupils excluded from school.
5. **Safeguarding**

* Deputy DSL -working with the Pupil Support Manager/DSL– including training staff on a regular basis and ensuring school is fully compliant in all aspects.
* Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services.
* Review CPOMs alerts and add actions for staff, following up as required.
* CoN process – Act as Lead professional for key named pupils, ensuring that pupils have the correct support through this process inclusive of Early Help services if appropriate.
* Interagency collaboration so pupils are identified for support at the earliest opportunity.

1. **Attendance**

* Working with the Pupil Support Manager/DSL Maintain and develop attendance systems and procedures to attain whole school objective of increasing attendance.
* Ensure maintenance of accurate and factual records which could be used in evidence in legal interventions.
* Ensure that SIMs registers are updated in a timely manner.
* Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school. Undertake home visits to address any absence issues and keep parents/carers informed to secure positive family support.
* Support the re-integration of pupils who have previously had poor attendance.
* Work with teachers on linking attendance to achievement and attainment and via appropriate reward systems.
* Work in a one-to-one relationship with targeted pupils and their parents and carers to help address poor performance relating to attendance, behaviour or other social emotional issues to implement appropriate action plans.
* Monitor pupil attendance and implement policies to improve attendance
* Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence.
* Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps and set up resources/initiatives to help address barriers to learning.

1. **Admissions**

* Manage the admissions process, liaising with parents, schools and agencies to ensure that admissions meetings are held in a timely manner.
* Send out admissions pack to families and ensure that all information is recorded correctly on SIMS, including CTF data transfers.
* Manage the Pupil Information Document (PID) and ensure it is up to date at all times.
* Ensure information on PID and SIMs is accurate for the termly census and support the School Business Manager with census and other data submissions.

1. **Exclusions**

* Support pupils who have been fixed term excluded from school to re-integrate back to education by supplying work packages for pupils to complete at home.
* Provide advice and support to parents / carers of excluded pupils including making home visits where appropriate to keep parents/carers informed and secure positive family support.
* Liaise with parents / carers of excluded pupils to explain the reasons for exclusion and agree a way forward, including a restorative post exclusion meeting.
* Ensure that paperwork to support post exclusion meetings is completed to a high quality in advance of the meeting.

**General**

* Maintain accurate pupil records and prepare written reports and evaluations for SLT and the governing body.
* Audit and evaluate existing support/ interventions provided for targeted pupils/groups and communicate with appropriate agencies and services to facilitate the sharing of information between all agencies concerned and implementation of further support where appropriate.
* Monitor and report on the implementation of admissions and pastoral support plans/interventions and contribute to the review of these plans/ programmes.
* Participate in training and CPD in order to keep up to date with possible sources of support and strategies for working with pupils and curriculum development.

15.7.24