

**BURY COUNCIL
JOB DESCRIPTION**

Post Title: ATTENDANCE MANAGER	
Department: CHILDREN’S SERVICES	Establishment/Post No:
Division/Section: Student Support	Post Grade: 10
Location: THE ELTON HIGH SCHOOL	Post Hours: 37 hrs p/w + 10 7.30am to 3.30 pm
Special Conditions of Service:	
Purpose and Objectives of Post: The Attendance Manager will provide operational leadership and management of the school’s attendance and admissions functions. They will lead the strategic monitoring and analysis of attendance, punctuality and absence data, identify trends and implement timely interventions to improve outcomes for students. Working collaboratively with students, families, staff and external agencies, they will coordinate an effective and responsive approach to attendance, ensuring that barriers to learning are identified and addressed at the earliest opportunity. Through positive partnership working and robust attendance systems, the Attendance Manager will support the school in promoting a culture where regular attendance is valued and every student is able to benefit from the opportunities available through school engagement.	
Accountable to: Headteacher and Deputy Headteacher i/c Student Support	
Immediately Responsible to: Deputy Headteacher i/c Student Support	
Immediately Responsible for: Attendance Officer, Attendance Administrator	
Relationships: (Internal and External) Chair and members of the Governing Body All Staff Pupils	
Control of Resources: Admissions School register Student information Attendance team	

Duties/Responsibilities:

Leadership and Management of Attendance:

- Lead and oversee the provision of an effective, student-centred attendance support service that promotes excellent attendance and punctuality across the school.
- Ensure the school remains compliant with all statutory attendance requirements by maintaining an up-to-date knowledge of attendance legislation, Department for Education guidance and best practice, including *Working Together to Improve School Attendance*.
- Lead the school's approach to reducing persistent absence (PA) and severe absence (SA), ensuring vulnerable students receive timely and appropriate support.
- Maintain a thorough understanding of local authority attendance procedures, penalty notice processes, children missing education (CME) requirements and safeguarding responsibilities relating to school attendance.
- Act as the school's attendance champion, promoting a culture of high expectations and communicating the importance of regular attendance to students, families, staff and governors.
- Provide advice, guidance and support to school leaders, staff and governors on attendance matters, ensuring a consistent and effective whole-school approach.
- Implement and regularly review attendance policies, procedures and systems to ensure they are effective, robust and aligned with national and local expectations.
- Work strategically with external agencies and partners to remove barriers to attendance and improve outcomes for students.
- Prepare and present attendance reports, analysis and recommendations to senior leaders and governors to support strategic decision-making and continuous improvement.

Operational Management:

- Ensure the accuracy and integrity of the school's admissions process and statutory attendance registers.
- Line manage and support attendance personnel, ensuring high standards of performance and service delivery.
- Deliver training and guidance to staff on attendance procedures, registration requirements, punctuality processes and statutory attendance responsibilities.
- Under the direction of the Senior Leadership Team responsible for attendance, lead daily attendance meetings and coordinate the school's response to absence and punctuality concerns.
- Coordinate attendance intervention strategies, including attendance communication, form tutor and pastoral interventions, Notice, Check and Try (relating to attendance) approaches, Story So Far assessments, Early Help assessments, attendance support plans, attendance panels, attendance contracts and formal processes.
- Manage and monitor the school's attendance processes, ensuring interventions are timely, consistent and proportionate.
- Coordinate and oversee attendance actions completed by staff, providing support, challenge and guidance where required.
- Ensure attendance dashboards, reports and student-level attendance information are distributed to relevant staff on a regular basis.
- Oversee the accuracy and timely submission of exclusion returns to the Local Authority.
- Work with the Transition Lead to identify Year 6 into Year 7 students at risk of poor attendance and coordinate early intervention.
- Support colleagues in communicating with families regarding attendance expectations in line with school policies, local authority guidance and statutory requirements.
- Liaise with the Local Authority Attendance and Exclusion Team to develop and implement effective attendance improvement strategies.
- Attend Local Authority attendance networks, forums and training events and disseminate best practice within the school.

Attendance Intervention and Support:

- Identify, monitor and track pupils at risk of poor attendance, persistent absence and severe absence, ensuring timely intervention and targeted support.
- Be responsible for initiating and monitoring attendance communications and interventions, including attendance letters, warning letters, Notice to Improve requests, attendance meetings and attendance panels.
- Provide advice, guidance and mentoring to students and families to address barriers to attendance and promote sustained improvements.
- Work collaboratively with pastoral teams, safeguarding staff and external agencies to support students whose attendance is affected by complex needs or vulnerabilities.
- Support the safeguarding team in improving the attendance of vulnerable groups, including Children in Need (CIN), Child Protection (CP), Children Looked After (CLA), previously looked after children and young carers (YC).
- Work closely with the Designated Safeguarding Lead (DSL) and Deputy DSLs to ensure safeguarding referrals relating to Children Missing Education (CME) and educational neglect are completed promptly and appropriately.
- Liaise with the SENDCo and wider SEND team to ensure effective attendance planning and intervention for pupils with SEND Support and Education, Health and Care Plans (EHCPs).

Statutory Compliance and Local Authority Liaison:

- Ensure all attendance records, documentation and casework meet statutory requirements and are maintained to a standard suitable for legal intervention and presentation in court where necessary.
- Coordinate referrals for Section 19 provision where students may be unable to access suitable education and liaise with the Local Authority to support appropriate educational arrangements.
- Ensure Notice to Improve (NTI) and Fixed Penalty Notice (FPN) requests are submitted accurately and within required timescales.
- Monitor and oversee requests for leave of absence, ensuring decisions are communicated promptly and accurate records maintained.
- Ensure part-time timetable arrangements are appropriately documented, reviewed and reported in line with local authority requirements.
- Maintain effective working relationships with Local Authority Attendance Services and other external agencies to support attendance improvement and statutory compliance.
- Develop and maintain effective partnerships with parents, carers and external agencies to address barriers to attendance and promote a culture of excellent attendance throughout the school community.

Multi-Agency Working and Reporting:

- Represent the school at Team Around the Family (TAF), Child in Need (CIN), Child Protection (CP), Strategy Meetings and other professional meetings as required.
- Provide regular attendance updates and reports to school leaders and governors, supporting effective challenge, scrutiny and strategic oversight.

Data Analysis Responsibilities:

- Analyse attendance, punctuality and absence data to identify trends, patterns and vulnerable cohorts requiring intervention.
- Monitor attendance trends across year groups, student groups and vulnerable cohorts, ensuring emerging concerns are identified and addressed proactively.
- Produce and present detailed attendance reports for senior leaders, governors, trust leaders and external agencies.
- Evaluate the impact of attendance interventions and recommend improvements to policy, practice and resource allocation.
- Provide data analysis and recommendations to support strategic decision-making and whole-school improvement.

Admission Responsibilities:

- Coordinate and administer in-year admissions in line with the school's admissions policy.
- Maintain accurate admissions records and student movement information.
- Liaise with families, feeder schools and the Local Authority regarding admissions and transitions.
- Ensure admissions procedures comply with the School Admissions Code and local authority timescales.
- Support induction and transition arrangements for new students joining the school.

This job description is not intended to be exhaustive. The postholder may be required to undertake other duties commensurate with the grade and responsibilities of the post, as reasonably directed by the Headteacher.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)