



# Harrytown Catholic High School

## **Attendance and Family Liaison Manager**

**Responsible to:** Attendance Lead

**Responsible for:** Attendance Administration Support

### **Purpose of the Role**

To provide a high-quality support service to the school, monitoring and improving overall pupil attendance, ensuring procedural compliance, producing accurate attendance data, and acting as a key point of contact for parents/carers regarding attendance and absence matters. The postholder will also support pupil welfare, administrative functions and attendance-related interventions to maximise pupil engagement and achievement.

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## **ATTENDANCE**

### **Attendance Administration**

- Manage all administration associated with pupil attendance.
- Receive absence notifications by telephone, email and other communication channels and process these promptly each morning and throughout the school day.
- Record absences relating to illness, medical appointments and other authorised or unauthorised reasons.
- Update and maintain accurate attendance records using the school's Management Information System.
- Record late arrivals and ensure these are accurately registered and communicated to relevant staff.
- Contact parents/carers regarding first-day absence and maintain records of outcomes.
- Develop and implement systems to ensure known absences are exempt from first-day calling procedures.
- Follow up with teaching and pastoral staff regarding missing registers and pupils who remain unaccounted for during the school day.
- Ensure pupil registers are accurately completed and maintained.
- Maintain pupil fire registers and emergency evacuation records.



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- Support the in-year admissions process through effective liaison with other providers and the Local Authority.
- Support with Admicity gathering data using as appropriate.

## **Attendance Monitoring and Intervention**

- Identify pupils at risk through poor attendance and punctuality and support appropriate interventions.
- Liaise regularly with the Education Welfare Officer and other appropriate agencies regarding attendance concerns and process EPNs as required.
- Process requests for leave of absence submitted by parents/carers and respond or escalate in accordance with school policy.
- Prepare attendance data, documentation and action plans for attendance panels, attendance reviews and other intervention meetings.
- Generate attendance letters and communications to parents/carers on a regular basis.
- Generate suspension letters and submit required notifications to the Local Authority in line with statutory procedures.
- Attend attendance panels, professional meetings and home visits alongside pastoral colleagues where required.
- Liaise with local authorities, other schools, educational providers and external agencies regarding pupil attendance matters.
- Identify and alert the DSL to any potential safeguarding related absence.

## **Attendance Reporting and Data Analysis**

- Produce attendance reports and statistical information for Heads of Year, Directors of Key Stages, Senior Leadership Team and Governors.
- Manage, extract, analyse and present attendance data and statistical returns.
- Prepare daily, weekly, termly and annual attendance reports.
- Produce statutory attendance returns and other government-required submissions.
- Utilise Excel and other software to collate, analyse and present attendance information.



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- Continually review attendance systems and processes and identify opportunities for improvement and increased efficiency.
- Produce attendance publications for the termly newsletter and material for the web site as required.

## **General Administration**

- Administer the school roll and maintain pupil records as required.
- Maintain confidentiality and comply with safeguarding, data protection and health and safety requirements.
- Work independently, prioritising competing demands and managing workload effectively.
- Support wider school objectives through effective administrative and operational support.
- Undertake any other duties commensurate with the grade and responsibilities of the post as requested by the Headteacher.

## Other specific duties

All Harrytown staff are expected to:

- Promote the vision and ethos of our school.
- Support and contribute to the active safeguarding of our children.
- Work within our policies to ensure a safe environment for all staff, pupils and visitors.
- Ensure equality of opportunity amongst staff, pupils and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues.
- Engage actively in the Catholic life of our school.
- Ensure the confidentiality of all sensitive information.

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.