



Attendance Officer

Grade: C £25,186 - £26,244 (FTE)/ £11,942- £12,444 (actual salary)
per annum, depending on experience

Hours: 20 hours a week, 40 weeks per year, term time + 1 week
Two work patterns available - 7:30am -11:30 and 9am – 1pm

Required September 2026

A vacancy has arisen within the college for two part time Attendance Officers, to join our friendly and professional team. We are looking to appoint two enthusiastic and inspirational people who are committed to ensuring that every student reaches their full potential.

As an attendance officer, you will:

- Be responsible for organising daily checks and following up on students at risk of persistent absence or truancy.
- Monitor registers daily, ensuring attendance information is accurate and that unexplained absences are followed up promptly with parents and carers.
- Chase up reasons for absence using agreed systems and maintain accurate records on the school's management information system.
- Carry out post-registration truancy checks and work with teaching and pastoral staff to locate and support students who are missing from lessons.
- Follow up with parents and carers regarding illness, medical appointments and other absences, providing support to improve student attendance.
- Process and maintain attendance documentation, including leave of absence requests, Fixed Penalty Notice referrals and records relating to attendance interventions.
- Produce, analyse and present attendance and punctuality data, providing regular updates to senior leaders, Heads of Year and other staff to support attendance improvement strategies.
- Send attendance and punctuality communications, including letters, reminders and positive feedback to parents and carers when attendance improves.
- Liaise with Education Welfare, Hampshire County Council and other external agencies to improve attendance rates and ensure statutory processes are followed.
- Undertake home visits where appropriate and be available to support students and families in overcoming barriers to attendance.
- Be the first point of contact for attendance matters within the college and provide advice and guidance to staff, students and parents.
- Attend and contribute to attendance and punctuality meetings, supporting the college's commitment to ensuring every student achieves their full potential.

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

The successful candidate must be able to build excellent relationships with students, colleagues, parents and outside agencies. They must have a committed interest in improving the attendance, and monitoring the welfare of our students.

The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check.

Application Forms and supporting documentation can be found on the college website www.henry-cort.hants.sch.uk under the "Opportunities" tab.

Please send completed applications and covering letters to: recruitment@henrycort.org

Closing date for applications: Noon, Wednesday 15th July 2026