



PAPAMOA
COLLEGE

Attendance Officer - Job Description

The Attendance Officer is responsible for ensuring that specific students attend their designated local school.

Responsible to: Principal and Deputy Principal responsible for attendance

Employed under: Support Staff in Schools Collective Agreement

Functional Relationships: Deputy Principal responsible for attendance

Equivalent staff at designated local schools

Overall Objective: To ensure that non-attending students are present at school.

Key Areas	Performance Indicators
Non-Attending Students	Identify non-attending students using Student Management System Receive/make referrals (under direction from relevant staff) for non-attending students Contact home and liaise with parents/whanau Visit home if necessary Transport students when needed Liaise with external agencies where referrals are made in response to non-attendance
Persistent Lateness	Follow up persistent student lateness Contact home and liaise with parents/whanau Visit home if necessary Transport students when needed Assist with the management of students arriving late to school
Recording events / actions	Prepare necessary documentation and record events / actions taken Report to relevant staff at designated schools Discuss with parents/whanau the attendance situation
Attendance Management	Assist with the analysis and management of student attendance in conjunction with the Deputy Principal responsible for attendance

Name: _____

Signature: _____

Date: _____