

Ysgol Gynradd Llandegfan



Polisi Presenoldeb

Cytunwyd gan Staff: Hydref 2017

Mabwysiadwyd gan y Llywodraethwyr: Hydref 2017

Adolygiad nesaf: Hydref 2020

Arwyddwyd

Cadeirydd y Llywodraethwyr: Mr C Jones

Pennaeth: Mr D Hood

Cyflwyniad

Mae'r Polisi hwn wedi ei gynhyrchu i gymryd i ystyriaeth, "Polisi ac Arfer yr A.LI. ar gyfer hybu Presenoldeb a Chanllawiau Ysgol":

Cyfrifoldebau Cyfreithiol

O dan Adran 8 o Ddeddf Addysg 1996, dylai plant a phobl ifanc fynychu'r ysgol o ddechrau'r tymor cyntaf sy'n dechrau ar ôl eu pumed pen-blwydd. Dyddiadau diwedd y tymor yw 31 Mawrth, 31 Awst a 31 Rhagfyr.

Mae Adran 7 o Ddeddf Addysg 1996 yn datgan :

Bydd rhieni pob plentyn o oedran ysgol gorfodol yn peri iddo/iddi dderbyn addysg effeithlon, lawn amser sy'n ar gyfer ei (h)oed, ei (h)addasrwydd a'i (g)allu ac ar gyfer unrhyw anghenion addysgol arbennig y gall fod ganddo/ganddi naill ai drwy bresenoldeb rheolaidd yn yr ysgol neu fel arall.

Mae Adran 444 yn datgan ymhellach bod:

Rhiant plentyn o oedran ysgol gorfodol a gofrestrwyd yn yr ysgol ac sy'n methu â mynychu'n rheolaidd yn euog o drosedd a gosbir yn y gyfraith.

Mae'r ddeddf hefyd yn gosod goblygiad cyfreithiol ar:

- Yr ALI i ddarparu a gorfodi presenoldeb
- Ysgolion i gofrestru presenoldeb a rhoi gwybod i'r ALI am absenoldeb plentyn o'r ysgol.
- Y corff llywodraethu i sicrhau y cedwir cofrestrau ysgol, un ar gyfer presenoldeb ac un ar gyfer mynediadau.

AMCAN

Yn Ysgol Gynradd Llandegfan amcanwn at baratoi ein holl ddisgyblion i ddod yn aelodau gwerthfawr o gymdeithas, drwy ddod yn ddibynadwy ac yn brydlon ym mhob gweithgaredd ysgol. Rydym yn annog plant i fabwysiadu agwedd o bresenoldeb rheolaidd a phrydlon. Mae polisi ein hysgol o ddatlu cyflawniad a phresenoldeb yn ffactor allweddol i yrfa ysgol lwyddiannus.

Ar ddechrau pob blwyddyn academiaidd anfonir llythyr i bob rhiant yn amlygu pwysigrwydd presenoldeb rheolaidd a phryd y byddai Rhybuddion Cosb Benodol yn cael eu hystyried mewn perthynas â phresenoldeb anawdurdodedig. Rydym yn adnabod bod gan rieni ran hollbwysig i'w chwarae a byddwn yn ceisio eu cydweithrediad i gyflawni hyn drwy sefydlu cysylltiad cartref-ysgol cryf, drwy gyswllt ffôn rheolaidd, trefniadau cartref-ysgol, cylchlythyrau ac ymweliadau cartref rheolaidd.

Os oes unrhyw broblemau sy'n effeithio ar bresenoldeb plentyn byddwn yn ymchwilio, yn adnabod ac yn datrys unrhyw broblemau. Byddwn yn gweithio'n agos gyda disgyblion a rhieni i ddychwelyd y plentyn i bresenoldeb llawn cyn gynted ag y bo modd.

Er mwyn cyflawni presenoldeb a phrydlondeb da, mae Ysgol Gynradd Llandegfan yn amcanu at ddarparu:

- Cymuned hapus a gofalgwr;
- Amgylchedd dymunol a diogel;
- Cwricwlwm sy'n gweddu i anghenion disgyblion;
- Gwersi ysgogol a gwahaniaethol ar gyfer pob disgybl;
- Cyfleoedd cyfartal i bob plentyn;
- Perthynas dda gyda'r disgyblion a pherthynas ddisgybl/athro gadarnhaol;
- Atgyfnerthu cadarnhaol o bresenoldeb/prydlondeb da;
- Cyfathrebu da rhwng cartref ac ysgol.

NODAU

Bydd Ysgol Gynradd Llandegfan yn datblygu presenoldeb a phrydlondeb rheolaidd drwy rhoi sylw i'r canlynol :

- Sicrhau bod yr holl staff yn ymwybodol o'r gweithdrefnau cofrestru, y rheoliadau a chyfraith addysg;
- Cwblhau cofrestrau'n gywir ar ddechrau pob sesiwn bore a phrynhawn;
- Pwysleisio i rieni bwysigrwydd cysylltu â'r ysgol rhwng 8:50 a 9:30, bob bore y mae eu plentyn yn absennol o'r ysgol;
- Gwobrwyo presenoldeb drwy dystysgrifau;
- Ymyngori ag aelodau o gymuned yr ysgol a'r SLIA (Swyddog Lles Addysg) i ddatblygu a chynnal polisi presenoldeb yr ysgol gyfan;
- Sicrhau arfarniad rheolaidd o weithdrefnau presenoldeb gan uwch-reolwyr a llywodraethwyr ysgol;
- Sicrhau bod llywodraethwyr yr ysgol yn gosod targedau blynyddol ar gyfer presenoldeb (mae'r rhain i gael eu gosod dair blynedd ymlaen llaw a'u cyflwyno i'r ALL erbyn diwedd Rhagfyr bob blwyddyn.)
- Sicrhau bod gwybodaeth bresenoldeb glir yn cael ei chyfathrebu'n rheolaidd i rieni drwy safle blog yr ysgol, drwy gylchlythyrau, drwy nosweithiau rhieni neu drwy gyfryngau eraill; (dylid atgoffa rhieni'n benodol o'u cyfrifoldebau cyfreithiol am sicrhau presenoldeb rheolaidd a phrydlon eu plant); (atodiad 1)
- Rhoi gwybod i rieni am raddfeydd presenoldeb;
- Cael gweithdrefnau yn eu lle sy'n caniatáu i rai sy'n absennol ddal i fyny gyda gwaith a gollwyd.
- Casglu data presenoldeb a gwneud defnydd effeithiol ohono i fonitro cynnydd/tueddiadau a gosod targedau ar gyfer gwella – ar gyfer unigolion, dosbarthiadau, grwpiau bregus, grwpiau blwyddyn a'r ysgol gyfan
- Sicrhau bod pob disgybl wedi ei gofrestru'n gywir mewn perthynas â'r disgyblion gydag anghenion dysgu ychwanegol a'r gwahanol grwpiau bregus. Caniatáu monitro cywir o bresenoldeb a chynnydd.
- Sefydlu rhwydweithiau effeithiol ar gyfer cysylltu ag asiantaethau a gwasanaethau eraill cysylltiedig megis y Swyddogion Lles Addysg (SLIA), y Gwasanaethau Cymdeithasol, Gyrfa Cymru, yr Heddlu, Iechyd, ayyb;
- Sefydlu cyfundrefn o gyfarfodydd strwythuredig rheolaidd rhwng yr ysgol a'r SLIA;
- Sicrhau y cymerir camau rhesymol gan yr ysgol yn cynnwys, llythyrau rhybuddio
- Adnabod uwch aelod o staff allweddol gyda chyfrifoldeb cyffredinol am bresenoldeb; (Y Pennaeth neu'r Dirprwy Bennaeth yn absenoldeb y Pennaeth)

Cyfrifoldebau Rhieni/Gofalwyr/Gwarcheidwaid

Mae rhieni'n gyfrifol am sicrhau bod eu plant yn aros yn yr ysgol unwaith y maent wedi cofrestru.

Gall rhieni wneud llawer iawn i gefnogi presenoldeb rheolaidd a phrydlon eu plant. Dylai rhieni:

- a) Gymryd diddordeb ymarferol ym mywyd a gwaith ysgol eu plentyn;
- b) mynychu nosweithiau rhieni a digwyddiadau ysgol eraill;
- c) sicrhau bod eu plentyn yn cwblhau ei (g)waith cartref ac yn mynd i'r gwely ar amser priodol;
- d) bod yn ymwybodol o lythyrau o'r ysgol y mae eu plentyn yn ddod adref;
- e) sicrhau bod eu plentyn yn cyrraedd yr ysgol mewn pryd bob dydd;
- f) sicrhau nad yw eu plentyn ond yn colli'r ysgol am resymau na ellir eu hosgoi na'u cyfiawnhau, megis salwch neu ddyddiau o gadw defodau crefyddol;
- g) rhoi gwybod bob amser i'r ysgol cyn gynted ag y bo modd o ddewis ar fore cyntaf – unrhyw absenoldeb;
- h) sicrhau bod manylion cyswllt cyfredol yn cael eu darparu i'r ysgol i gynorthwyo cyswllt;
- i) osgoi archebu gwyliau teuluol yn ystod amser tymor;

- j) siarad â'r ysgol os ydynt yn pryderu y gall eu plentyn fod yn amharod i fynychu;
- k) gweithio gydag asiantaethau eraill i gynorthwyo gwelliant mewn presenoldeb.

CYFRIFOLDEBAU LLYWODRAETHWYR

Mae Llywodraethwyr yn y pen draw yn gyfrifol am bresenoldeb. Yn y cyd-destun hwn disgwylir i Lywodraethwyr :

- a. weithio'n agos gydag aelod o staff allweddol gyda chyfrifoldeb cyffredinol am bresenoldeb;
- b. herio lefelau presennol o bresenoldeb a thargedau a osodwyd gan yr ysgol ac ymateb i faterion cysylltiedig â phresenoldeb;
- c. monitro presenoldeb ysgol mewn cymhariaeth â thueddiadau cyffredinol, grwpiau targed ac yn nhermau data PYD (FSM);
- d. sicrhau os yw'r ysgol wedi bod yn y chwarter isaf am y ddwy flynedd ddiwethaf bod ganddynt gynllun gweithredu i wella presenoldeb;
- e. monitro perfformiad yn erbyn cynllun gweithredu/strategaeth i wella presenoldeb;
- f. sicrhau bod yr ysgol yn gweithredu ei rôl mewn perthynas â chadw data presenoldeb cyfredol a chywir a rhoi adroddiad i'r ALI.

Categoreiddio Absenoldebau

Yn unol ag adran 199 o Ddeddf Addysg 1993, gall rhieni pob plentyn o oedran ysgol nad ydynt yn mynychu'r ysgol yn rheolaidd gael eu herlyn yn gyfreithiol. Ni fydd erlyn os:

1. bydd y plentyn yn absennol gyda chaniatâd.
2. bydd y plentyn yn sâl neu'n methu â mynychu'r ysgol oherwydd amgylchiadau na ellir eu hosgoi.
3. Yw'r absenoldeb yn digwydd ar ddiwrnod o rwymedigaeth grefyddol yn unol ag enwad crefyddol y plentyn.
4. Nad yw'r ysgol y mae'r plentyn yn ei mynychu o fewn pellter cerdded o'i gartref/chartref ac nad yw'r AALI wedi gwneud trefniadau digonol mewn perthynas â chludiant ar gyfer y plentyn. Ar gyfer ysgolion cynradd y pellter yw 2 filltir ac ar gyfer yr uwchradd 3 milltir.

GWEITHDREFNAU

1. Yn ôl y gyfraith, dim ond yr ysgol a all awdurdodi absenoldebau. Nid yw llythyrau a rhybuddion gan rieni'n rhoi gwybod i'r ysgol am y rhesymau am yr absenoldeb, o angenrheidrwydd yn derbyn awdurdod.
2. Pan na anfonir ymlaen unrhyw esboniad o absenoldeb i'r ysgol, trinnir yr absenoldeb fel un awdurdodedig.
3. Cofrestrir presenoldeb yn electronig drwy Sims.net.
4. Bydd yr ysgol yn derbyn llythyrau, galwadau ffôn ac esboniadau geiriol gan y rhieni fel cadarnhad o absenoldebau.
5. Bydd yr ysgol yn gwobrwyo unigolion pob hanner tymor ac ar ddiwedd tymor cyfan.

6. Gwobrwyir dosbarthiadau unigol am bresenoldeb da a'u canmol am bresenoldeb gorau'r hanner tymor flaenorol i annog ysbryd tîm.
7. Ar gyfer unrhyw ddisgybl ar y gofrestr amddiffyn plant sy'n methu â dychwelyd i'r ysgol ar ôl penwythnos/amser i ffwrdd neu sydd â dau ddiwrnod heb esboniad o absenoldeb yn ystod yr wythnos, mae'n rhaid i'r ysgol gysylltu â gweithiwr cymdeithasol yr achos a rhoi gwybod iddynt am yr absenoldeb. Os na fydd y gweithiwr cymdeithasol ar gael mae'n rhaid i'r ysgol wedyn gysylltu â'r ddesg ddyletswydd ar 01248 752722 a pheri eu bod yn ymwybodol o'r absenoldeb.

Galwadau ffôn neu negesau testun (School/Comms, Teachers2Parents/keep kids safe / Athrawon i Rieni/cadwch blant yn ddiogel)

Mae'n rhaid cofnodi'r rhain mewn llyfr a dylid cadw cofnod o'r galwadau ffôn gyda llythyrau rhieni yng Nghofrestr y Dosbarth/Ffeil Bresenoldeb.

Esboniadau llafar gan y rhiant

Mae'n rhaid cadw cofnod o'r rhain yn y llyfr perthnasol a chyda llythyrau rhieni yng Nghofrestr y Dosbarth.

Llythyrau

Cedwir y rhain mewn amlen/ffolder y tu mewn i Gofrestr y Dosbarth.

Cedwir y cofnodion uchod am flwyddyn.

Cyrraedd yn Hwyr

Disgwylir i bob plentyn fod yn brydlon. Bydd y Gofrestr yn cael ei marcio'n fras am 9 y.b. (côd / neu \) a bydd yn cael ei chadw'n agored tan 9.30 y.b. (côd L os bydd ar ôl y sesiwn gofrestru ond cyn cau'r gofrestr). Os bydd plentyn yn cyrraedd wedi i'r gofrestr gael ei chau, gwneir nodyn o hynny'n defnyddio'r côd U, er mwyn cadarnhau presenoldeb y disgybl pe digwyddai argyfwng e.e. tân. Nodir neu cofnodir esboniad am fod yn hwyr yng nghofnod absenoldeb y dosbarth. Bydd disgyblion sy'n cyrraedd yn hwyr – ar ôl 9.05y.b. heb esboniad rhieni yn derbyn ffurflen esboniad "Hwyr i'r Ysgol".

Awdurdodi – Yr ysgol fydd yn penderfynu sut i ddsbarthu absenoldebau nid rhieni.

1. Salwch (Côd I)

Os bydd yr ysgol yn mynd yn bryderus oherwydd nifer uchel o absenoldebau (20 sesiwn, 10 diwrnod ar unrhyw adeg yn ystod y flwyddyn ysgol) nid awdurdodir absenoldebau pellach oni dderbynnir llythyr meddygol gan yr ysgol yn esbonio'r rheswm am bob absenoldeb.

2. Apwyntiadau Meddygol / Deintyddol (côd M)

Dylid annog rhieni a disgyblion i wneud apwyntiadau y tu allan i oriau ysgol. Lle nad oes modd yna dylid dangos y cerdyn apwyntiad meddygol i'r ysgol cyn yr apwyntiad neu ar ôl dychwelyd o'r apwyntiad. Heb y dystiolaeth bydd yr absenoldeb yn cael ei godio fel awdurdodedig (côd O).

3. Gwyliau amser tymor

Fel y cyfarwyddwyd gan yr ALI ni all yr ysgol ond awdurdodi hyd at 10 diwrnod (Y Cyfnod Sylfaen a CA2), 5 diwrnod a CA3 a dim ar gyfer CA4 a 5.

Ni ddylai rhieni'n arferol fynd â disgyblion ar wyliau yn amser tymor ac mae'n rhaid i rieni wneud cais am y gwyliau cyn archebu'r gwyliau. Dylai pob cais am absenoldeb gwyliau gael eu hystyried yn unigol, gan gymryd i ystyriaeth: oed y plentyn; yr adeg o'r flwyddyn a argymhellwyd ar gyfer y daith; ei natur a dymuniadau'r rhieni; patrwm presenoldeb cyffredinol y disgybl; cyfnod addysg a chynnydd y plentyn; ac a yw amgylchiadau'n ei warantu.

Ni all ysgolion ond cytuno i absenoldeb ar gyfer gwyliau teuluol os byddant yn credu bod amgylchiadau **arbennig** sy'n ei warantu. Bydd yr ysgol wedyn yn dychwelyd y ffurflen wyliau gan ddatgan a ydynt yn awdurdodi'r gwyliau ai peidio. Os na fydd bydd yr ysgol yn datgan y rheswm a hefyd yn tynnu sylw os bydd y

teulu'n dewis mynd ymlaen ac yn archebu'r gwyliau yna byddant yn cael eu hystyried ar gyfer Rhybudd Cost Benodol o £60 neu £120.

4. **Arall (côd C)**

Dim ond achlysuron eithriadol sy'n gwarantu cyfnod o absenoldeb. Dylai ysgolion ystyried pob cais yn unigol gan gymryd i ystyriaeth yr hyn a ganlyn:

- natur y digwyddiad y ceisir gwyliau ar ei gyfer;
- ei amllder (a yw'n un o'i fath, neu'n debygol o ddod yn ddigwyddiad rheolaidd?);
- a roddodd y rhiant rybudd ymlaen llaw; a
- patrwm presenoldeb cyffredinol y disgybl.

Gall enghreifftiau gynnwys achlysuron arbennig megis mynychu priodas aelod o'r teulu, profedigaeth deuluol, ymweliadau â charchar.

Perfformiadau Cyhoeddus

- Lle mae disgybl yn absennol oherwydd eu bod yn cymryd rhan mewn perfformiad cyhoeddus, mae'n dal i fod mai'r ysgol sy'n penderfynu p'run ai i awdurdodi'r absenoldeb, hyd yn oed os yw'r disgybl yn cael ei gyflogi o dan drwydded a gyhoeddir gan awdurdod lleol.

Gofalwyr Ifainc

- Mewn gwir argyfwng gall ysgol gymeradwyo absenoldeb i blentyn ofalu am berthynas nes y gellir gwneud trefniadau eraill. Sylai'r ysgol osod cyfyngiad amser ar gyfer yr absenoldeb a gosod gwaith ysgol fel nad yw'r disgybl yn disdgyn yn ôl tra'i fod gartref.

Genedigaeth Plentyn

- Dylid cyfeirio cefnogaeth at gadw'r disgybl yn yr ysgol lle bynnag y bo modd, a'i dychwelyd i addysg lawn amser cyn gynted ag y bo modd ar ôl y geni.
- I ddisgybl sy'n mynd yn feichiog, ni ddylid caniatáu mwy na 18 wythnos awdurdodedig o absenoldeb i gwmpasu'r amser yn union o flaen ac ar ôl genedigaeth y plentyn. Ar ôl yr amser hwnnw, dylid trin unrhyw absenoldeb fel anawdurdodedig.

Ar gais yr ysgol

Mae disgybl wedi ei osod ar amserlen ran-amser gytunedig e.e. yn rhan o dderbyniad cyfnodol neu becyn ailintegreiddio.

Gadewir absenoldebau o'r fath i ddisgresiwn yr ysgol. Bydd llawer yn dibynnu ar natur yr achlysur arbennig. Yn gyffredinol, dim ond mewn amgylchiadau eithriadol y gall rhywun esgusodi'r absenoldebau hyn drwy eu hawdurdodi.

5. **Dyddiau o Gadw Defodau Crefyddol**

Lle bo absenoldeb disgybl yn deillio o gymryd rhan mewn diwrnod o addoli crefyddol a ddynodwyd gan yr urdd grefyddol y mae'r rhieni a'r plant yn perthyn iddi, awdurdodir yr absenoldeb.

6. **Gweithgareddau ymaith o dir yr ysgol**

i) **Gweithgareddau a drefnir gan yr ysgol**

Achosion yw'r rhain lle bydd y gofrestr yn cael ei marcio oddi ar dir yr ysgol ac felly dylid marcio disgyblion yn bresennol neu'n absennol yn y ffordd arferol.

ii) **Gweithgareddau Unigol**

Gall yr ysgol awdurdodi absenoldeb o'r fath neu gyfrif y plentyn yn bresennol ond bydd yn gwneud hynny'n unig wedi ystyried record presenoldeb y plentyn a natur y cais.

7. **Plant sydd wedi eu heithrio am gyfnod penodol**

Mewn sefyllfa megis hon, bydd y plentyn yn aros ar gofrestr yr ysgol ac awdurdodir yr absenoldeb. Lle mae'r plentyn wedi ei eithrio'n barhaol bydd yr absenoldeb yn cael ei awdurdodi tra bydd y mater yn cael ei adolygu neu apêl yn cael ei lawnsio. Os cadarnheir gwaharddiad parhaol, dylid symud enw'r plentyn oddi ar Gofrestr y Dosbarth.

8. Addysgir oddi ar y Safle (defnyddiwch gôd B)

Mae hyn yn digwydd os bydd y plentyn yn mynychu Uned Anghenion Arbennig, Uned Iaith, coleg neu bynciau a addysgir ar safle ysgol arall. Bydd enw'r plentyn yn ymddangos ar gofrestrau'r ysgol wreiddiol ac fel gwahoddedig ar y gyfundrefn ysgol sy'n derbyn.

Arweiniad yr Ysgol i'r Staff

Y rhai a ganlyn yw'r gweithdrefnau y mae'r ysgol yn bwriadu eu dilyn wrth benderfynu sut i ddelio gydag absenoldebau unigol:

1. Cyfrifoldeb y rhiant/gwarcheidwaid yw rhoi gwybod i'r ysgol gan esbonio absenoldeb ar y bore cyntaf.
2. Mae gan ysgolion gyfrifoldeb diogelu i sicrhau lleoliad unrhyw ddisgyblion sydd heb gyrraedd yr ysgol ac na roddwyd unrhyw reswm ymlaen llaw am yr absenoldeb.
3. Os nad yw'r ysgol yn derbyn hysbysiad o absenoldeb wrth i'r plentyn/ plant ddychwelyd i'r ysgol ac i'r rhieni/gwarcheidwaid wedyn fethu â darparu rheswm dilys am yr absenoldeb o fewn y 5 diwrnod ysgol a ganlyn, edrychir ar yr absenoldeb fel un anawdurdodedig ac ar ddiwedd y cyfnod hwn ceisir cyngor y Swyddog Lles Addysg.
4. Rhwir gwybod hefyd i'r Swyddog Lles Addysg am unrhyw faterion sy'n achosi pryder, megis gwaeledd hirdymor, (waeth p'run a yw'r rhiant/gwarcheidwad wedi rhoi gwybod i'r ysgol) absenoldebau didoriad o fwy na phythefnos, bod yn absennol/yn hwyr yn barhaus/yn afreolaidd neu absenoldeb wythnos heb ganiatâd.
5. Ymgynghorir â'r Swyddog Lles Addysg hefyd pan fo disgybl yn cyrraedd yn hwyr yn yr ysgol yn barhaus. Gwneir hyn yn unig ar ôl yn gyntaf geisio esboniad gan y rhieni/gwarcheidwaid.
6. Mae disgyblion gyda lefelau presenoldeb o rhwng 90% a 95% yn cael eu monitro gan yr Ysgol, ac felly dylid adrodd am unrhyw bryderon wrth y Pennaeth.
7. Mae disgyblion gyda lefelau presenoldeb is na 90% yn cael eu monitro gan yr Ysgol a'r AaLI, ac felly dylai unrhyw bryderon gael eu cyfeirio at y Swyddog Lles.

Pan fo achosion yn cyrraedd 87% trafodir y rhain gyda'r SLIA a'u trafod yn ystod cyfarfod rheolaidd gyda'r SLIA. Unwaith y bo'r lefel bresenoldeb yn cyrraedd 85% yna mae'r achos i'w gyfeirio at y SLIA ynghyd â chopïau o'r holl lythyrau y mae'r ysgol wedi eu hanfon a'r cyswllt gyda'r rhieni i geisio gwella'r presenoldeb.

Bydd y SLIA wedyn yn rheoli'r achos hwn am 6 wythnos, ar ddiwedd y 6 wythnos bydd yr achos naill ai'n cael ei estyn yn ôl i'r ysgol os bydd y presenoldeb yn gwella neu os na fydd y presenoldeb wedi gwella edrych ar yr opsiynau cyfreithiol sydd ar gael a thrafod gyda'u rheolwr llinell.

Atodiadau

Atodiad 1 codau absenoldeb SIMS

Côd	Ystyr	Categori ystadegol
A	Yn bresennol adeg cofrestru	presennol
L	Yn hwyr ond yn cyrraedd cyn cau'r cofrestr	presennol
B	Addysgir oddi ar y safle (dim cofrestru deuol)	gweithgaredd addysgol a gymeradwywyd
D	Cofrestru deuol (hy yn bresennol mewn ysgol arall neu mewn UGD)	gweithgaredd addysgol a gymeradwywyd
P	Gweithgaredd chwaraeon a gymeradwywyd	gweithgaredd addysgol a gymeradwywyd
V	Ymweliad neu daith addysgol	gweithgaredd addysgol a gymeradwywyd
J	Cyfweliad	gweithgaredd addysgol a gymeradwywyd
W	Profiad gwaith (nid hyfforddiant gwaith-seiliedig)	gweithgaredd addysgol a gymeradwywyd
C	Amgylchiadau awdurdodedig eraill (na chwmpesir gan gôd/disgrifiad priodol arall)	absenoldeb awdurdodedig
F	Gwyliau teuluol estynedig cytunedig	absenoldeb awdurdodedig
H	Gwyliau teuluol cytunedig	absenoldeb awdurdodedig
I	Salwch	absenoldeb awdurdodedig
M	Apwyntiad meddygol neu ddeintyddol	absenoldeb awdurdodedig
S	Cyfnod astudio	absenoldeb awdurdodedig
E	Gwaharddwyd ond ni wnaed darpariaeth arall	absenoldeb awdurdodedig
R	Diwrnod wedi ei osod ar un ochr yn gyfan gwbl ar gyfer cadw defodau crefyddol	absenoldeb awdurdodedig
T	Absenoldeb teithiwr	absenoldeb awdurdodedig
N	Dim rheswm am yr absenoldeb wedi ei ddarparu eto	absenoldeb anawdurdodedig
O	Anawdurdodedig arall (na chwmpaswyd gan godau neu ddisgrifiadau eraill)	absenoldeb anawdurdodedig
G	Gwyliau teuluol (heb eu cytuno neu sesiynau dros ben y cytundeb)	absenoldeb anawdurdodedig
U	Yn hwyr ac wedi cyrraedd ar ôl cau'r gofrestr	absenoldeb anawdurdodedig
X	Sesiynau heb eu hamserlennu ar gyfer disgyblion o oedran ysgol heb fod yn orfodol	dim angen mynychu
Y	Cau rhannol a gorfodol	dim angen mynychu
Z	Y disgybl ddim ar gofrestr yr ysgol eto	dim angen mynychu
#	Yr ysgol ar gau i'r holl ddisgyblion	dim angen mynychu

Atodiad 2 (Llythyr a anfonwyd allan i rieni ar ddechrau'r flwyddyn)

Pennawd

Annwyl Riant/Gwarcheidwad/Gofalwr,

Yng: Presenoldeb Ysgol

Llythyr safonol yw hwn a gynhyrchwyd gan Adran Dysgu Gydol Oes Ynys Môn a sy'n ffurfio rhan o Bolisi a Gweithdrefnau Presenoldeb holl ysgolion Ynys Môn.

Cymerwch yr amser i ddarllen y llythyr hwn gan y gallai arbed i chi'n boeni'n ddianghenraid am weithredu cyfreithiol posibl yn eich erbyn yn y dyfodol.

Ar ddechrau'r flwyddyn ysgol hoffwn atgoffa rhieni am bwysigrwydd presenoldeb a phrydlondeb da. Mae gan Ysgol _____ ddyletswydd a chyfrifoldeb i annog disgyblion i'r arfer o fynychu'n rheolaidd er mwyn cyflawni eu llawn botensial. Mae Ysgol _____ felly'n ymroddedig i wella lefelau presenoldeb a phrydlondeb yr ysgol (y targed ysgol-gyfan yw _____). Felly, byddem yn gwerthfawrogi eich cydweithrediad yn fawr iawn drwy ddilyn y canllawiau isod.

Adrodd am absenoldeb

Mae'n bwysig eich bod yn cysylltu â'r ysgol rhwng _____ a _____ ar fore unrhyw absenoldeb.

Gwyliau yn ystod tymor ysgol

Fel y cyfarwyddir gan yr ALI ni all yr ysgol ond awdurdodi **hyd at 10 diwrnod** (Y Cam Sylfaen a CA2) 5 diwrnod a CA3 a **dim** ar gyfer CA4 ac ôl-16.

Fel arfer ni ddylai rhieni fynd â disgyblion ar wyliau yn ystod tymor ysgol ac os oes rhaid gwendu hynny mae'n rhaid i rieni wneud cais am y gwyliau ymlaen llaw cyn archebu'r gwyliau (ffurflen ar gael o'r ysgol). Dylai pob cais am absenoldeb gwyliau gael ei hystyried yn unigol, gan roi ystyriaeth i: oed y plentyn; yr amser o'r flwyddyn a gynigir ar gyfer y daith; ei natur a dymuniadau rhieni; patrwm presenoldeb cyffredinol y disgybl; cyfnod addysg a chynnydd y plentyn; ac a yw amgylchiadau'n cyfiawnhau hynny.

Dim ond mewn amgylchiadau **eithriadol** bydd ysgol yn rhoi caniatad i ddisgybl fynd ar wyliau yn ystod tymor ysgol. Bydd yr ysgol yn dychwelyd y ffurflen wyliau gan ddatgan os ydynt yn awdurdodi'r gwyliau ai peidio. Os nad ydynt bydd yr ysgol yn datgan y rheswm a hefyd yn tynnu sylw at y ffaith os yw'r teulu'n mynnu mynd ymlaen i archebu'r gwyliau yna byddant yn cael eu hystyried ar gyfer Rhybudd Cosb Benodol o £60 (os iw'n cael ei dalu o fewn 28 diwrnod) sy'n codi i £120 (os iw'n cael ei dalu rhwng 29 a 42 diwrnod).

Salwch

Os mae'r ysgol yn bryderus oherwydd nifer uchel o absenoldebau (20 sesiwn, 10 diwrnod ar unrhyw adeg yn ystod y flwyddyn ysgol) oherwydd salwch, ni fydd absenoldebau pellach yn cael eu hawdurdodi oni dderbynnir llythyr meddygol gan yr ysgol yn esbonio'r rheswm am bob absenoldeb.

Apwyntiadau Meddygol/Deintyddol

Rydym yn annog rhieni i wneud apwyntiadau y tu allan i oriau ysgol. Lle nad oes modd gwneud hynny yna dylid dangos y cerdyn apwyntiad meddygol i'r ysgol cyn yr apwyntiad neu o ddychwelyd o'r apwyntiad. Heb y dystiolaeth bydd yr absenoldeb yn cael ei nodi fel anawdurdodedig.

Absenoldeb awdurdodedig

Dim ond y Pennaeth a all awdurdodi unrhyw absenoldeb yn unol â chanllawiau Llywodraeth Cymru. Mae'n rhaid i unrhyw gais am absenoldeb awdurdodedig gael ei wneud yn ysgrifenedig i'r Pennaeth (cyn cytuno ag unrhyw drefniadau).

Gall rhieni wneud llawer iawn i gefnogi presenoldeb rheolaidd a phrydlon eu plant. Dylai rhieni:

- a) cymryd diddordeb gweithredol ym mywyd a gwaith ysgol eu plentyn;
- b) mynychu nosweithiau rhieni a digwyddiadau ysgol eraill;
- c) sicrhau bod eu plentyn yn cwblhau ei (g)waith cartref ac yn mynd i'r gwely ar adeg briodol;
- d) bod yn ymwybodol o lythyrau o'r ysgol y mae eu plentyn yn dod â hwy gartref;
- e) sicrhau bod eu plentyn yn cyrraedd yr ysgol mewn pryd bob dydd;
- f) sicrhau nad yw eu plentyn ond yn colli'r ysgol am resymau na ellir eu hosgoi neu eu cyfiawnhau, megis gwaeledd neu ddyddiau o gadw defodau crefyddol;
- g) sicrhau y darperir manylion cyswllt cyfredol i'r ysgol i gynorthwyo cyswllt;
- h) siarad â'r ysgol os ydynt yn pryderu y gall eu plentyn fod yn amharod i fynychu;
- i) gweithio gydag asiantaethau eraill i gynorthwyo gwelliant mewn presenoldeb.

Absenoldeb anawdurdodedig

Os na fyddwn yn derbyn rheswm y gellir ei gyfiawnhau ar gyfer absenoldeb yna bydd hwn yn cael ei ddosbarthu fel "absenoldeb anawdurdodedig" a allai arwain at Rybudd Cosb Benodol a dirwy o £60 (os iw'n cael ei dalu o fewn 28 diwrnod) sy'n codi i £120 (os iw'n cael ei dalu rhwng 29 a 42 diwrnod).

Gwerthfawrogwn eich cefnogaeth i sicrhau bod eich plentyn yn derbyn addysg barhaus a fydd yn sicrhau eu bod yn cyrraedd eu potensial llawn. Bydd ysgolion yn monitro presenoldeb yn rheolaidd i sicrhau eu bod yn gallu canmol disgyblion am bresenoldeb da a hefyd sicrhau ymyriad cyflym/cefnogaeth gyflym i ddisgyblion sydd ei (h)angen.

Yr eiddoch yn gywir

G Hughes

G Hughes
Swyddog Addysg

Atodiad 3

Gellir cael ffurflenni i wneud “Cais am Absenoldeb Awdurdodedig o’r Ysgol” drwy’r athro dosbarth/athrawes ddosbarth ac mae’n rhaid iddynt gael eu cymeradwyo gan y Pennaeth (Dirprwy yn absenoldeb y Pennaeth).

Gwyliau

Mae’r weithdrefn ar gyfer gofyn am wyliau mewn amserau tymor a’r amgylchiadau o dan ba rai y cymeradwyir ac y gwrthodir ceisiadau yn ôl disgrisiwn yr ysgol. Ni ellir awdurdodi gwyliau mewn amser tymor ond am hyd at 10 diwrnod CS a CA2, 5 diwrnod CA3 nad awdurdodir unrhyw wyliau ar gyfer CA4 a CA5.

Ysgol

Cais am Absenoldeb Awdurdodedig o’r Ysgol

At:

Gofynnir am absenoldeb awdurdodedig o’r ysgol ar gyfer:

Enw’r plentyn/plant: _____

Dyddiadau: o: _____ hyd _____

Rhesymau dros geisio absenoldeb yn ystod amser ysgol:

Arwyddwyd: _____ Dyddiad: _____
(Rhiant/Gwarcheidwad)

D.S.

- Ni ellid ond awdurdodi gan yr ysgol absenoldeb o’r ysgol ar gyfer gwyliau teuluol blynyddol neu daith estynedig dramor. Cynghorir chi i beidio â chadw lle ar wyliau nes y bydd yr ysgol wedi ymateb i ddweud a yw wedi ei awdurdodi neu beidio.
- Mae absenoldeb awdurdodedig o’r ysgol am unrhyw resymau eraill hefyd yn ôl disgrisiwn y Pennaeth.
- Bydd absenoldeb heb ei gymeradwyo gan yr ysgol yn ysgrifenedig ac ymlaen llaw yn cael ei gofnodi fel ‘anawdurdodedig’.

Ymdrinnir ag absenoldebau anawdurdodedig yn unol â’r Côd Ymddygiad Lleol ar gyfer Rhybuddion o Gosb Benodol. Gellir gofyn am gopi neu ei lawrlwytho o wefan cyngor sir Ynys Môn.

Atodiad 4

Ymateb i gais am absenoldeb awdurdodedig

**Cais i absenoli disgybl/disgyblion yn ystod tymor ysgol.
A request for leave of absence for a pupil/pupils during term time.**

Mae'r awdurdod addysg yn gweithio gydag ysgolion i leihau'r nifer o ddiwrnodau a gollir gan ddisgyblion yn ystod tymor ysgol. Mae colli diwrnodau o addysg yn gallu effeithio ar ganlyniadau arholiadau a rhwystro disgybl rhag cyrraedd ei lawn botensial. Gall ysgol ganiatau absenoldeb (amgylchiadau eithridol) hyd at 5 diwrnod Cyfnod Allweddol 3 a dim un diwrnod ar gyfer CA4 ac ol-16, yn unol ag arweiniad yr Awdurdod Addysg. Dim ond y Pennaeth fedr awdurdodi yr absenoldeb, ac mae gennyn yr hawl i wrthod eich cais.

The Education Authority works together with schools to minimise the number of days lost by pupils during term time. Missing education can have an effect on exam results and a pupil reaching their potential. A school can authorise absence (exceptional circumstances) of up to 5 days during Key stage 3 and none for KS4 and post-16, in line with the authority's policy. Only the Head Teacher can authorise the absence, and they have the right to refuse your application.

Annwyl

Dear

Fe wnaethoch gais i dynnu'ch plentyn/plant o'r ysgol yn ystod y tymor. Dyma'r dyddiadau gofynnwyd gennych:

You made a request to remove your child/ren from school during term time. The dates you requested were:

Cyfanswm y dyddiau y gwneir y cais amdanynt (dim mwy na 5 ar gyfer CA3)
Total number of days requested (no more than 5 in KS3)

Rydym wedi trafod eich cais ac fe allwn gymeradwyo'r absenoldeb hwn.
We have discussed your request and are able to authorise the absence.

Drwg gennyf eich hysbysu na allwn gymeradwyo'r absenoldeb hwn. Gwnaed y penderfyniad oherwydd.....
I regret to inform you that we cannot authorise this absence. This decision was taken for the reason(s) indicated

	Fod presenoldeb flwyddyn ddiwethaf yn is na'r disgwyl (targed ysgol _____) Attendance figures last year were lower than expected (school target _____)
	Fod presenoldeb ar hyn o bryd yn is na'r disgwyl (targed ysgol _____) Current attendance figures are lower than expected (school target _____)
	Cymeradwywyd cais tebyg yn gynharach yn yr un flwyddyn academaidd. A previous request has been granted during the same school year.
	Gwnaed cais am gyfnod o absenoldeb yn fwy na 5 diwrnod CA3 neu 10 diwrnod CS a CA2. The period of absence requested exceeds the 5 days KS3 or 10 days FP and KS2
	Gwnaed cais am gyfnod absenoldeb yn CA4 neu 5 Made a request for absence during KS4 or 5
	Mae amseriad yr absenoldeb yn torri ar draws cyfnod asesu ac/neu arholiadau mewnol The timing of the absence coincides with internal assessments and/or examinations
	Mae amseriad yr absenoldeb yn torri ar draws cyfnod gweithio tuag at arholiadau/asesiadau allanol The timing of the absence coincides with preparation for external examinations/assessments

Pe byddech yn dymuno trafod y mater, cysylltwch â mi drwy swyddfa'r ysgol os gwelwch yn dda.
Should you wish to discuss the matter with me, please contact the school office.

"Absenoldeb anawdurdodedig" a allai arwain at Rybudd Cosb Benodol a dirwy o £60 (os yw'n cael ei dalu o fewn 28 diwrnod) sy'n codi i £120 (os yw'n cael ei dalu rhwng 29 - 42 diwrnod).

"Unauthorised absence" could lead to a Fixed Penalty Notice and a fine of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 - 42 days).

Arwyddyd/Signature: _____

Dyddiad/Date: _____

Atodiad 5

Llythyr I Swyddogol Sensitif

«dyddiad_argraffu»

«bloc__ cyfeiriad»

Annwyl «cyfarchiad»,

«enw cyntaf » «cyfenw_» - DG «dyddiad__geni »

Fel rhan o'n hymrwymiad i wella cyrhaeddiad ein disgyblion, rydym yn monitro presenoldeb yn rheolaidd ac yn enwi unrhyw ddisgybl mae ei bresenoldeb yn peri pryder. Felly, rydym yn ysgrifennu atoch oherwydd lefel presenoldeb presennol eich plentyn.

Cyfanswm Presenoldeb Ysgol	«canran__presenoldeb »%
Cyfran absenoldeb wedi ei Awdurdodi	«canran__absenoldebau__wedi eu hawdurdodi »%
Cyfran Absenoldeb heb ei Awdurdodi	«canran__absenoldebau__heb eu hawdurdodi »%

Mae hyn yn golygu bod «enw» wedi colli <<cyfanswm_sesiynau/ heb eu hawdurdodi>> a <<cyfanswm sesiynau wedi eu hawdurdodi>>. Yn ôl y Côd Ymddygiad Lleol ar gyfer Rhybuddion Cosb Benodol ystyrir RhCB (FPN) ar gyfer lle mae o leiaf 10 sesiwn (5 diwrnod ysgol) wedi ei methu oherwydd presenoldeb anawdurdodedig yn ystod y tymor ysgol. Does dim rhaid i rhain fod yn olynol.

Mae'r tabl isod yn amlygu effaith absenoldeb dros flwyddyn ysgol.

Presenoldeb Blwyddyn Ysgol	Nifer Diwrnodau	Nifer Wythnosau	Nifer Gwersi
90%	19	4	100
80%	38	8	200
70%	57	11.5	290

Mae absenoldeb eich plentyn yn effeithio ei addysg ac addysg gweddill y dosbarth. Mae astudiaethau diweddar yn nodi fod disgyblion sydd yn gysylltiedig yn fwy tebygol o dan gyflwawni yn academaidd, ei chael hi'n anoddach i wneud a chadw ffirindiau, ymwneud a thor cyfraith ac i fethu cyfleuoedd mewn addysg bellach a byd gwaith.

Dymunwn drafod hyn gyda chi a trefnu apwyntiad ar amser & dyddiad yn yr ysgol gyda person a enwir gan yr ysgol ar <<rhif ffôn>>. Yn y cyfarfod, buasem yn dymuno cytuno ar gynllun i gydweithio i wella presenoldeb eich plentyn.

Byddai methu mynychu'r cyfarfod neu gysylltu â ni yn cael ei ystyried fel methiant ar eich rhan i gydweithio â ni i wella presenoldeb eich plentyn. Gallai hynny arwain at i'r Swyddog Lles Addysg ymwneud â'r achos.

Edrychwn ymlaen at eich cyfarfod.

Yr eiddoch yn gywir,

Cyswllt Ysgol
School Contact

Atodiad 6

Llythyr 2 Swyddogol Sensitif

«dyddiad_argraffu»

«bloc__ cyfeiriad»

Annwyl «cyfarchiad »,

«enw cyntaf » «cyfenw_» - DG «dyddiad__geni »

Ers eich cyfarfod <<dyddiad y cyfarfod>>, ni bu cynnydd sylweddol yn lefel presenoldeb eich plentyn ac ar hyn o bryd mae ei phresenoldeb ef/hi yn «**canran presenoldeb**»%. Mae hyn yn is na'r hyn a ddisgwylir ac i'w roi hyn mewn cyd-destun, mae presenoldeb o 90% yn gyfwerth â cholli 19 diwrnod o ysgol y flwyddyn. Gyda'r gwyliau ysgol bydd eich plentyn yn treulio mwy o amser gartref nac yn yr ysgol yn ystod y flwyddyn. Amgaeaf gopi o'r ystadegau o'r gofrestr sy'n dangos nifer y sesiynau a gollwyd. Yn ôl y Côd Ymddygiad Lleol ar gyfer Rhybuddion Cosb Benodol ystyrir RhCB (FPN) ar gyfer lle mae o leiaf 10 sesiwn (5 diwrnod ysgol) wedi ei methu oherwydd presenoldeb anawdurdodedig yn ystod y tymor ysgol. Does dim rhaid i rhain fod yn olynol.

Mae presenoldeb isel parhaus yn ffactor sy'n aml yn gysylltiedig â lefelau isel o lwyddiant academiaidd. Mae'n bwysig y delir â phresenoldeb isel cyn gynted a bo modd er mwyn atal «**enw cyntaf**» rhag datblygu arferion gwael o ran presenoldeb.

Nid oes gennyf unrhyw ddewis ond trafod hyn gyda'r Swyddogion Lles Addysg sydd â'r dyletswydd statudol i ymchwilio i faterion yn ymwneud â diffyg presenoldeb parhaus yn yr ysgol.

Diolch am eich cydweithrediad.

Yr eiddoch yn gywir,

<<Cyswllt Ysgol>>

Appendix 7

Llythyr hwyr Swyddogol Sensitif

«dyddiad_argraffu»

«bloc__ cyfeiriad»

Annwyl «cyfarchiad»,

Fel rhan o'n hymrwymiad i wella cyrhaeddiad ein disgyblion, rydym yn monitro presenoldeb disgyblion yn rheolaidd. Wrth fonitro presenoldeb disgybl yn rheolaidd, rydym yn nodi enw unrhyw ddisgybl mae ei bresenoldeb yn peri pryder, yn cynnwys y disgyblion hynny sydd yn cyrraedd yr ysgol yn hwyr sawl tro. Rydym felly yn ysgrifennu atoch oherwydd nifer o weithiau mae <<Enw'r Disgybl>> wedi cyrraedd yn hwyr:

Presenoldeb	<<presenoldeb presennol>> %
Nifer o weithiau mae'r disgybl wedi cyrraedd yn hwyr	<< L presennol>> %
Nifer o weithiau cyrraedd yn hwyr “heb awdurdod”	<<U presennol >> %

Gall bod yn hwyr yn cyrraedd yr ysgol gael effaith sylweddol dros y flwyddyn ysgol gyfan. Dengys y tabl isod faint o amser y gellir ei golli dros flwyddyn wrth ond bod 5 munud yn hwyr yn cyrraedd yr ysgol bob dydd.

5 munud yn hwyr bob dydd = Colli 3 diwrnod o ysgol sef 18 wers mewn blwyddyn
10 munud yn hwyr bob dydd = Colli 6.5 diwrnod o ysgol sef 39 wers mewn blwyddyn
15 munud yn hwyr bob dydd = Colli 10 diwrnod o ysgol sef 60 wers mewn blwyddyn
20 munud yn hwyr bob dydd = Colli 13 diwrnod o ysgol sef 78 wers mewn blwyddyn
30 munud yn hwyr bob dydd = Colli 19 diwrnod o ysgol sef 114 wers mewn blwyddyn

Rydym yn gwerthfawrogi y gall boreau mynd i'r ysgol fod yn brysur iawn, ond pan mae eich plentyn yn cyrraedd yr ysgol yn hwyr, maent yn colli agweddau tyngedfennol o'u haddysg. Os yw eich plentyn yn cyrraedd 30 munud ar ôl cymryd y gofrestr, byddant yn cael eu marcio fel bod yn absennol “heb ei awdurdodi”, – mae hyn yn gyfystyr ag “absenoldeb heb ei awdurdodi”. Yn ôl y Côd Ymddygiad Lleol ar gyfer Rhybuddion Cosb Benodol ystyrir RhCB (FPN) ar gyfer cyrraedd yn hwyr byth a hefyd yn yr ysgol, h.y. wedi i'r gofrestr gau (9.30yb), yn y tymor presennol. Mae “byth a hefyd” yn golygu o leiaf 10 sesiwn o gyrraedd yn hwyr.

Os oes gennych unrhyw ymholiadau neu y dymunwch drafod presenoldeb gyda rhywun, cysylltwch â <<person a enwir sy'n aelod o staff yr ysgol>> ar <<rhif ffôn >>

Yr eiddoch yn gywir

<<Cyswllt ysgol >>

Atodiad 8

Llythyr Meddygol Swydddogol Sensitif

«dyddiad_argraffu»

«bloc__ cyfeiriad»

Annwyl «cyfarchiad»,

Ers inni ysgrifennu atoch ar <<dyddiad y llythyr I af>>, ni bu gwelliant sylweddol ym mhresenoldeb <<enw'r disgybl>>, ac ar hyn o bryd mae <<canran presenoldeb yn>> %. Mae hyn yn is na'r disgwyl ac i roi hynny yn ei gyd-destun, mae presenoldeb o 90% yn gyfwerth â colli 19 diwrnod o ysgol y flwyddyn.

Wrth edrych pam bu <<enw'r disgybl>> yn absennol o'r ysgol, bu inni sylwi bod y rhan fwyaf o'r absenoldeb yn gysylltiedig â salwch ac/neu resymau meddygol.

Oherwydd lefel y salwch ac/neu absenoldeb ar sail meddygol, gofynnaf os ceir unrhyw absenoldeb pellach, rhaid i'r ysgol gael tystiolaeth sy'n dangos y bu'r disgybl yn absennol a'i fod yn cael ei gefnogi gan Feddyg. Ymhlith enghreifftiau o dystiolaeth y gellir eu defnyddio mae: Presgrigsiwn, Cardiau Apwyntiad, Nodiadau Meddyg, a.y.y.b.

Oni roddir y dystiolaeth hon pan fo eich plentyn yn dychwelyd yn dilyn salwch neu absenoldeb ar sail meddygol, caiff absenoldeb eich plentyn ei gofnodi fel absenoldeb anawdurdodedig. Yn ôl y Côd Ymddygiad Lleol ar gyfer Rhybuddion Cosb Benodol ystyrir RhCB (FPN) ar gyfer lle mae o leiaf 10 sesiwn (5 diwrnod ysgol) wedi ei methu oherwydd presenoldeb anawdurdodedig yn ystod y tymor ysgol. Does dim rhaid i rhain fod yn olynol.

Buasem yn gwerthfawrogi eich cefnogaeth i sicrhau bod presenoldeb <<enw'r plentyn>> yn gwella. Bydd yr ysgol yn parhau i fonitro'r sefyllfa a bydd yn cysylltu eto os na cheir gwelliant.

Diolch i chi am eich cydweithrediad

Yr eiddoch yn gywir

<<Cyswllt ysgol>>

Atodiad 9

Llythyr N Swyddogol Sensitif

«dyddiad_argraffu»

«bloc__ cyfeiriad»

Annwyl «cyfarchiad»,

Yn ôl ein cofnodion, bu <<enw'r disgybl>> yn absennol o'r ysgol yn ddiweddar. Byddwch yn ymwybodol mai cyfrifoldeb y rhiant yw hysbysu'r ysgol ar y diwrnod cyntaf mae disgybl yn absennol i egluro pam na all <ef/hi> fynychu'r ysgol a'r dyddiad y disgwylir bydd <hi/ef> yn dychwelyd. Yn anffodus, nid ydych wedi cysylltu â ni.

Felly, rwyf yn ysgrifennu atoch i roi cyfle i chi egluro'r absenoldebau diweddar. Cwblhewch yr atodlen isod a'i dychwelyd i'r ysgol cyn gynted a bo modd. Bydd unrhyw absenoldeb heb eglurhad o fewn pythefnos yn cael ei categorio fel absenoldeb anawdurdodedig. Yn ôl y Côt Ymddygiad Lleol ar gyfer Rhybuddion Cosb Benodol ystyrir RhCB (FPN) ar gyfer lle mae o leiaf 10 sesiwn (5 diwrnod ysgol) wedi ei methu oherwydd presenoldeb anawdurdodedig yn ystod y tymor ysgol. Does dim rhaid i rhain fod yn olynol.

Os dymunwch drafod y llythyr hwn ymhellach, cysylltwch â mi ar <<rhif ffôn yr ysgol>>.

Yr eiddoch yn gywir

<<Cyswllt ysgol >>

Cwblhewch yr atodlen a dychwelwch at y <<lleoliad>> cyn gynted a bo modd.

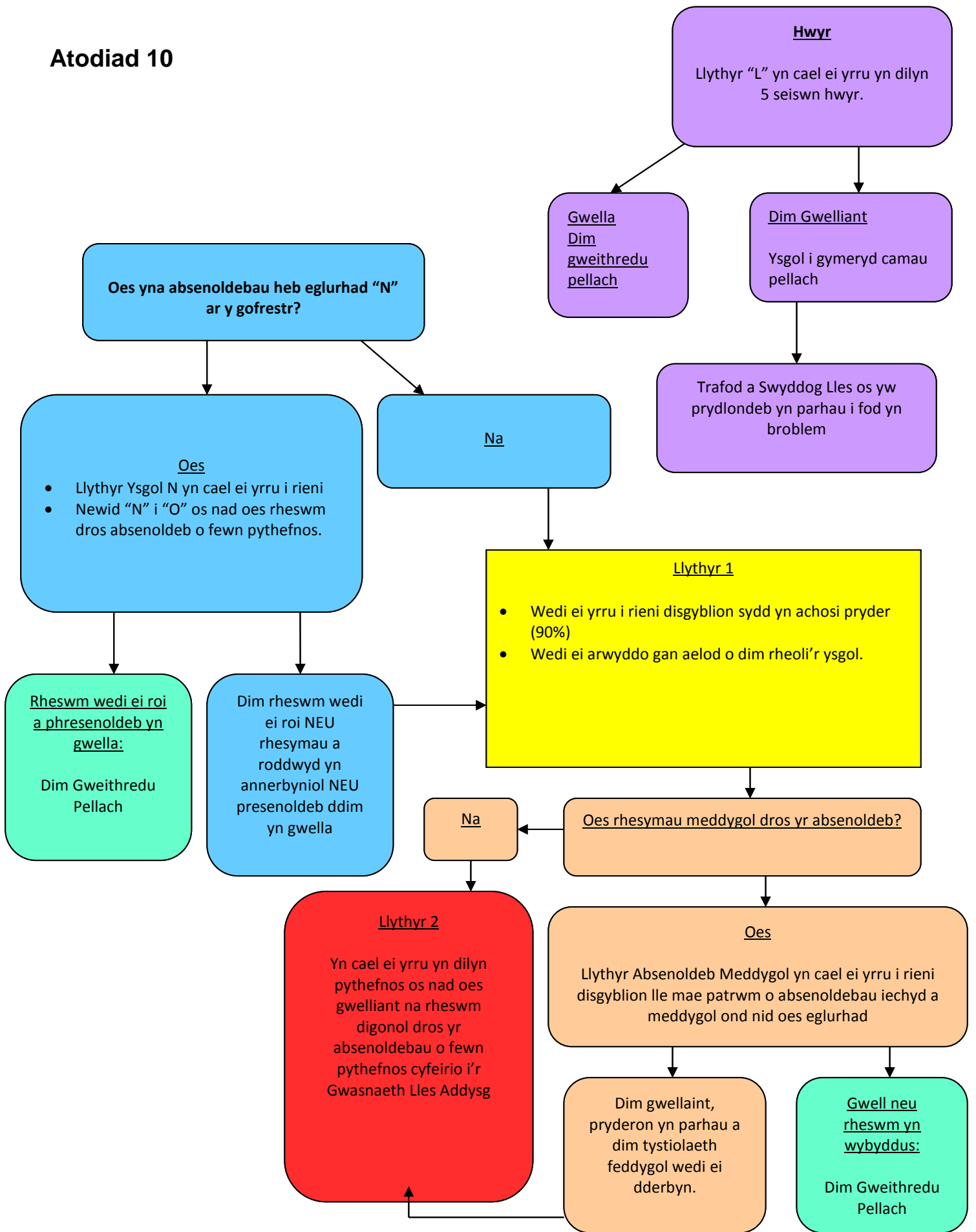
Dyddiadau'r absenoldeb na chaed eglurhad amdano:
<<Dyddiadau Codau N>>

Eglurhad am y dyddiadau uchod o absenoldeb heb eglurhad:

Llofnod Rhiant/Gwarcheidwad

Dyddiad

Atodiad 10



YSGOL Gynradd Llandegfan **ATTENDANCE POLICY 2015**

Introduction

This Policy has been produced to take account of the, "L.A.'s Policy and Practice for Promoting School Attendance and Guidelines": -

Legal Responsibilities

Under Section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The end of term dates are 31 March, 31 August and 31 December.

Section 7 of the Education Act 1996 states that:

The parent of every child of school compulsory school age shall cause him/her to receive efficient, full time education which is suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise.

Section 444 further states that:

The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law.

The act also places a legal obligation on:

- The LA to provide and enforce attendance
- Schools to register attendance and notify the LA of a child's absence from school.
- The governing body to make sure that school registers are kept, one for attendance and one for admissions.

AIM

At Ysgol Ysgol Gynradd Llandegfan we aim to prepare all our pupils to become valued members of society, by becoming reliable and punctual in all school activities. We encourage children to adopt an attitude of regular and punctual attendance. It is the policy of our school to celebrate achievement and attendance is a critical factor to a successful school career.

At the start of each academic year a letter will be sent to all parents highlighting the importance of regular attendance and when Fixed Penalty Notices would be considered in relation to unauthorised attendance. We recognise that parents have a vital role to play and we will seek their co-operation in achieving this by establishing a strong home-school link, through regular telephone contact, home school agreements, regular newsletters and home visits.

If there are any problems which affect a child's attendance we will investigate, identify and resolve any problems. We will work closely with pupils and parents to return the child to full attendance as soon as possible.

In order to achieve good attendance and punctuality, Ysgol Gynradd Llandegfan aims to provide:

- A happy, caring community;
- A pleasant and safe environment;
- A curriculum suited to pupils' needs;
- Stimulating and differentiated lessons for all pupils;
- Equal opportunities for all children;
- Good pupil relationships and positive pupil/teacher relationship;
- Positive reinforcement of good attendance/punctuality;
- Good communications between home and school.

OBJECTIVES

Ysgol Gynradd Llandegfan will develop regular attendance and punctuality by addressing the following:

- Ensuring that all staff are aware of the registration procedures, regulations and education law;
- Completing registers accurately at the beginning of each morning and afternoon session;
- Stress to parents the importance of contacting school between 08:30 and 09:30 every morning that their child is absent from school;
- Reward attendance by certificates;
- Consult with members of the school community and the EWO (Education Welfare Officer) in developing and maintaining the whole school attendance policy;
- Ensure regular evaluation of attendance procedures by senior management and school governors;
- Ensure that school governors set annual targets for attendance (these are to be set three years in advance and submitted to the LA by the end of December each year.)
- Ensure that clear attendance information is regularly communicated to parents through the school blog site, through newsletters, through parents' evenings or through other media; (parents should be specifically reminded of their legal responsibilities for ensuring their children's regular and punctual attendance); (appendix 1)
- Inform parents of attendance rates;
- Have in place procedures which allow absentees to catch up on missed work.
- Collect and make effective use of attendance data to monitor progress/trends and set targets for improvement – for individuals, classes, vulnerable groups, year groups and the whole school
- Ensure that all pupils are registered correctly in regards to the pupils with additional learning needs and the different vulnerable groups. To allow accurate monitoring of attendance and progress.
- Set up effective networks for liaising with other involved agencies and services such as Education Welfare Officers (EWOs), Social Services, Gyrfa Cymru, the Police, Health, etc;
- Establish a system of regular structured meetings between school and the EWO;
- Ensure that reasonable steps are taken by the school including, warning letters (see appendix, before a referral is made to the EWO);
- Identify a key senior member of staff with overall responsibility for attendance; (The Headteacher or Deputy Headteacher in absence of Headteacher)

Parents/Carers/Guardians responsibilities

Parents are responsible for ensuring that their children stay at school once they have registered.

Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:-

- l) take an active interest in their child's school life and work;
- m) attend parents' evenings and other school events;
- n) ensure that their child completes his/her homework and goes to bed at an appropriate time;
- o) be aware of letters from school which their child brings home;

- p) ensure that their child arrives at school on time each day;
- q) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- r) always notify the school as soon as possible - preferably on the first morning - of any absence;
- s) ensure that up to date contact details are provided to school to aid contact;
- t) avoid booking family holidays during term-time;
- u) talk to the school if they are concerned that their child may be reluctant to attend;
- v) Work with other agencies to aid an improvement in attendance.

RESPONSIBILITIES OF GOVERNORS

Governors are ultimately responsible for attendance. In this context Governors are expected to:

- g. work closely with the key member of staff with overall responsibility for attendance;
- h. challenge current levels of attendance and targets set by the school and respond to issues associated with attendance;
- i. monitor school attendance both in comparison with general trends, target groups and in terms of FSM data;
- j. ensure that if the school has been in the bottom quarter for the last two years that they have an action plan to improve attendance;
- k. monitor performance against an action plan/strategy to improve attendance;
- l. ensure the school is carrying out its role in regards to keeping attendance data current, accurate and reporting to the LA.

Categorising Absences

In accordance with section 199 of the Education Act of 1993, the parents of each child of school age who do not attend school regularly can be legally prosecuted. No prosecution will be brought if: -

- 5. the child is absent with permission.
- 6. the child is ill or cannot attend school due to circumstances which are unavoidable.
- 7. The absence occurs on a day of religious obligation according to the child's religious denomination.
- 8. The school where the child attends is not within walking distance from his/her home and the L.E.A. have not made adequate arrangements regarding transportation for the child. For primary schools the distance is 2 miles and for secondary 3 miles

PROCEDURES

5. According to the law, it is only the school which can authorise absences. Letters and notices from parents informing the school of the reasons for an absence, do not necessarily receive authorisation.
6. When no explanation of absence is forwarded to the school, the absence will be treated as unauthorised.
7. Attendance is registered electronically through Sims.net.
8. The school will accept letters, phone calls and verbal explanations from the parents as confirmation of absences.
5. The school will reward individuals using certificates.
8. Individual classes will be rewarded for good attendance and praised on a weekly basis for best attendance of the previous week to encourage team spirit.
9. For any pupil on the child protection register who fails to return to school after a weekend/time off or has two unexplained days of absence during the week, the school must contact the case social worker and inform them of the absence. If the social worker is not available the school must then contact the duty desk on 01248 752722 and make them aware of the absence.

Phone calls or text message (Teachers2Parents/keep kids safe)

These must be recorded in a book and a record of the phone call should be kept with parents' letters in the Classroom Register/Attendance File.

Verbal explanations from the parent

A record must be kept of these in the relevant book and with parents' letters in the Classroom Register.

Letters

These will be kept in an envelope/folder inside the Classroom Register.

The above records will be held for a year.

Late arrival

Each child is expected to be punctual. The Register will be marked at approximately 09:00 am (code / or \) and will be kept open until 9.30 am (code L if after registration session but before registration closes). If a child arrives after the register has been closed it will be noted down, using the code U, in order to confirm the presence of the pupil in the event of a crisis e.g. fire. Explanation for lateness will be noted/or recorded in the class absence record. Pupils who arrive late – after 9.05am without parental explanation will be issued with a "Late for school" explanation form.

Authorisation – It is the school that decides how to classify absences not parents.

9. Illness (Code I)

If the school become concerned due to a high number of absences (20 sessions, 10 days at any time during the school year) future absences will not be authorised unless a

medical letter is received by the school explaining the reason for each absence.

10. Medical/Dental Appointments (code M)

Parents and pupils should be encouraged to make appointments out of school hours. Where it is not possible then the medical appointment card should be shown to the school prior to the appointment or on return from the appointment. Without the evidence the absence will be coded as unauthorised (code O).

11. Term time Holidays

As directed by the LA the school can only authorise up to 10 days (Foundation Phase and KS2), 5 days for KS3 none for KS4 and 5.

Parents should not normally take pupils on holidays in term time and parents must apply for the leave in advance of booking the holiday). Each request for holiday absence should be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress; and whether circumstances warrant it. Schools can only agree to absence for a family holiday if they believe there are **special** circumstances which warrant it. The school will then return the holiday form stating whether they authorise the holiday or not. If not the school will state the reason and also point out that if the family choose to go ahead and book the holiday then they will be considered for a Fixed Penalty Notice of £60 or £120.

12. Other (code C)

Only exceptional occasions warrant leave of absence. Schools should consider each request individually taking the following into account:

- the nature of the event for which leave is sought;
- its frequency (is it a one-off, or likely to become a regular occurrence?);
- whether the parent gave advance notice; and
- the pupil's overall attendance pattern.

Examples might include special occasions such as attending the wedding of a family member, family bereavement, prison visits.

Public Performances

- Where a pupil is absent because they are taking part in a public performance, it is still the school which decides whether to authorise the absence, even if the pupil is being employed under a licence issued by a local authority.

Young Carers

- In a genuine crisis a school can approve absence for a child to care for a relative until other arrangements can be made. The school should set a time limit for the absence and set some school work so the pupil does not fall behind while at home.

Birth of a Child

- Support should be directed to keeping the pupil in school wherever possible, and to return her to full-time education as soon as possible after the birth.
- A pupil who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

At the request of the school

A pupil has been placed on an agreed part-time timetable e.g. as part of a staggered intake or reintegration package.

Such absences will be left to the school's discretion. Much will depend on the nature of the special occasion. Generally, it is only in exceptional circumstances that one can condone these absences by authorising them.

13. Days of Religious Observance

When the absence of a pupils stems from partaking in a day of religious worship designated by the religious order to which the parents and children belong, the absence will be authorised.

14. Activities off the school premises

ii) Activities organised by the school.

These are instances when the register is marked off the school premises and therefore children should be marked present or absent in the usual way.

ii) Individual Activities

The school can authorise such an absence or count the child, as present but will do so only after considering the child's attendance record and the nature of the request.

15. Children that have been excluded for a fixed period

In a situation such as this, the child will remain on the school register and the absence will be authorised. Where the child has been permanently excluded the absence will be authorised whilst the matter is reviewed or an appeal is launched. If the permanent exclusion is confirmed, the child's name should be removed from the Class Register.

16. Educated Off site (Use code B)

This occurs if the child attends a Special Needs Unit, Language Unit, college or subjects taught on another school site. The child's name will appear on the registers of the original school and as a guest on the receiving school system.

The School's Guidance to Staff

The following are the procedures the school intends to follow in deciding how to deal with individual absences:-

8. It is the parent/guardians responsibility to notify the school explaining an absence on the first morning.
9. Schools have a safeguarding responsibility to ensure the location of any pupils who have not arrived at school and no prior reason for absence has been given.
10. If the school does not receive notification of absence on the child/ren's return to school and parents/guardians then fail to provide a valid reason for absence within the following 5 school days, the absence will be regarded as unauthorised and at the end of this period the advice of the Education Welfare Officer will be sought.
11. The Education Welfare Officer will also be notified of any matters which are cause of concern, such as long term illness, (regardless of whether the parent/guardian has informed the school) unbroken absences of more than a fortnight ,persistent /irregular absences/lateness or a weeks absence without permission.
12. The Education Welfare Officer will also be consulted when a pupil persistently arrives late for school. This will be done only after having first sought an explanation from the parents/guardians.
13. Pupils with attendance levels between 90% and 96% are being monitored by the school, so any concerns should be reported to the Headteacher.

14. Pupils with attendance levels below 90% are being monitored by the school and the Welfare officer, so any concerns should be referred to the school at first.

When cases reach 87% these will be discussed with the EWO and discussed during regular meeting with EWO. Once the attendance level reaches 85% then the case is to be referred to the EWO along with copies of all the letters the school has sent and the contact with the parents to try and improve the attendance.

The EWO will then manage this case for 6 weeks, at the end of the 6 weeks the case will either be passed back to the school if the attendance improves or if the attendance has not improved look at the legal options available and discuss with their line manager.

Appendix 1 SIMS absence codes

Code	Meaning	Statistical category
A	Present at registration	present
L	Late but arrived before the register closed	present
B	Educated off-site (not dual registration)	approved educational activity
D	Dual registered (ie present at another school or at a PRU)	approved educational activity
P	Approved sporting activity	approved educational activity
V	Educational visit or trip	approved educational activity
J	Interview	approved educational activity
W	Work experience (not work based training)	approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	authorised absence
F	Agreed extended family holiday	authorised absence
H	Agreed family holiday	authorised absence
I	Illness	authorised absence
M	Medical or dental appointment	authorised absence
S	Study leave	authorised absence
E	Excluded but no alternative provision made	authorised absence
R	Day set aside exclusively for religious observance	authorised absence
T	Traveller absence	authorised absence
N	No reason for the absence provided yet	unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions)	unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	unauthorised absence
U	Late and arrived after the register closed	unauthorised absence
X	Untimetabled sessions for non-compulsory school-age pupils	not required to attend
Y	Partial and forced closure	not required to attend
Z	Pupil not on roll yet	not required to attend
#	School closed to all pupils	not required to attend

Appendix 2 (Letter sent out to parents at the start of the year)

Letterhead

Dear Parent/Guardian/Carer,

Re: School Attendance

This is a standard letter produced by Anglesey Department of Lifelong Learning which forms part of all Anglesey school's Attendance Policy and Procedures.

Please take the time to read this letter as it could save you the unnecessary worry of possible legal action against you in the future.

At the start of the school year I would like to remind parents about the importance of good attendance and punctuality. At Ysgol _____ they have a duty and responsibility to encourage pupils into the habit of attending regularly in order to achieve their full potential. Ysgol _____ is therefore committed to improving levels of school attendance and punctuality (the whole school attendance target is _____). Therefore, we would very much appreciate your co-operation by following the guidelines below.

Reporting absence

It is important that you contact the school between _____ and _____ on the morning of any absence.

Term time Holidays

As directed by the LA the school can only authorise up to 10 days (Foundation Phase and KS2), 5 days KS 3 and none for KS4 and post-16.

Parents should not normally take pupils on holidays in term time and parents must apply for the leave in advance of booking the holiday (form available from the school). Each request for holiday absence will be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress; and whether circumstances warrant it.

Schools can only agree to absence for a family holiday if they believe there are **special** circumstances which warrant it. The school will then return the holiday form stating whether they authorise the holiday or not. If not the school will state the reason and also point out that if the family choose to go ahead and book the holiday then they will be considered for a Fixed Penalty Notice of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

Illness

If the school become concerned about attendance due to a high number of absences (20 sessions, 10 days at any time during the school year) due to illness, future absences will not be authorised unless a medical letter is received by the school explaining the reason for each absence.

Medical/Dental Appointments

We encourage parents to make appointments out of school hours. Where it is not possible then the medical appointment card should be shown to the school prior to the appointment or on return from the appointment. Without the evidence the absence will be coded as unauthorised.

Authorised absence

Only the Head teacher can authorise any absence in line with the Welsh Government guidelines. Any request for authorised absence must be made in writing to the Head teacher (prior to agreeing to any arrangements).

Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:-

- j) take an active interest in their child's school life and work;
- k) attend parents' evenings and other school events;
- l) ensure that their child completes his/her homework and goes to bed at an appropriate time;
- m) be aware of letters from school which their child brings home;
- n) ensure that their child arrives at school on time each day;
- o) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- p) ensure that up to date contact details are provided to school to aid contact;
- q) talk to the school if they are concerned that their child may be reluctant to attend;
- r) Work with other agencies to aid an improvement in attendance.

Unauthorised absence

If the school does not receive a justifiable reason for absence then this will be classed as “unauthorised absence” which could lead to a Fixed Penalty Notice and a fine of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

We appreciate your support in ensuring your child receives a continuous education which will ensure they reach their full potential. Schools will be monitoring attendance on a regular basis to ensure that they are able to praise pupils for good attendance and also to ensure swift intervention/support for pupils that need it.

Yours sincerely

A handwritten signature in black ink that reads "G Hughes". The letters are cursive and fluid.

G Hughes
Education Officer

Appendix 3

Forms to “Request Authorised Absence from School” can be obtained via the class teacher and must be approved by the Headteacher (Deputy in the absence of the Headteacher).

Holidays

The procedure for requesting holidays in term times and the circumstances under which requests will be approved and rejected is at the discretion of the school. Holidays in term time can only be authorised for up to 10 days FP and KS2, 5 days for KS3 and none will be authorised for KS4 and 5.

Ysgol

Request for Authorised Absence from School

To:

Authorised absence from school is requested for:

Name of child/ren: _____

Dates: from: _____ to _____

Reasons for seeking absence during school time:

Signed: _____ Date: _____
(Parent/Guardian)

N.B.

- Absence from school for an annual family holiday or an extended trip abroad can only be authorised by the school. You are advised not to book a holiday until the school has responded to say whether it is authorised or not.
- Authorised absence from the school for any other reasons are also at the discretion of the Headteacher.
- Absence not approved by the school in writing and in advance will be recorded as 'unauthorised'.

Unauthorised absences will be dealt with in line with the Local Code of Conduct for Fixed Penalty Notices. A copy can be requested or downloaded from Isle of Anglesey county council website.

Appendix 4

Response to request for authorised absence

**Cais i absenoli disgybl/disgyblion yn ystod tymor ysgol.
A request for leave of absence for a pupil/pupils during term time.**

Mae'r awdurdod addysg yn gweithio gydag ysgolion i leihau'r nifer o ddiwrnodau a gollir gan ddisgyblion yn ystod tymor ysgol. Mae colli diwrnodau o addysg yn gallu effeithio ar ganlyniadau arholiadau a rhwystro disgybl rhag cyrraedd ei lawn botensial. Gall ysgol ganiatau absenoldeb (amgylchiadau eithridol) hyd at 5 diwrnod Cyfnod Allweddol 3 a dim un diwrnod ar gyfer CA4 ac ol-16, yn unol ag arweiniad yr Awdurdod Addysg. Dim ond y Pennaeth fedr awdurdodi yr absenoldeb, ac mae gennyn yr hawl i wrthod eich cais.

The Education Authority works together with schools to minimise the number of days lost by pupils during term time. Missing education can have an effect on exam results and a pupil reaching their potential. A school can authorise absence (exceptional circumstances) of up to 5 days during Key stage 3 and none for KS4 and post-16, in line with the authority's policy. Only the Head Teacher can authorise the absence, and they have the right to refuse your application.

Annwyl

Dear

Fe wnaethoch gais i dynnu'ch plentyn/plant o'r ysgol yn ystod y tymor. Dyma'r dyddiadau gofynnwyd gennych:

You made a request to remove your child/ren from school during term time. The dates you requested were:

Cyfanswm y dyddiau y gwneir y cais amdanynt (dim mwy na 5 ar gyfer CA3)
Total number of days requested (no more than 5 in KS3)

Rydym wedi trafod eich cais ac fe allwn gymeradwyo'r absenoldeb hwn.
We have discussed your request and are able to authorise the absence.

Drwg gennyf eich hysbysu na allwn gymeradwyo'r absenoldeb hwn. Gwnaed y penderfyniad oherwydd.....
I regret to inform you that we cannot authorise this absence. This decision was taken for the reason(s) indicated

	Fod presenoldeb flwyddyn ddiwethaf yn is na'r disgwyl (targed ysgol _____) Attendance figures last year were lower than expected (school target _____)
	Fod presenoldeb ar hyn o bryd yn is na'r disgwyl (targed ysgol _____) Current attendance figures are lower than expected (school target _____)
	Cymeradwywyd cais tebyg yn gynharach yn yr un flwyddyn academaidd. A previous request has been granted during the same school year.
	Gwnaed cais am gyfnod o absenoldeb yn fwy na 5 diwrnod CA3 neu 10 diwrnod CS a CA2.. The period of absence requested exceeds the 5 days KS3 or 10 days for FP and KS2.
	Gwnaed cais am gyfnod absenoldeb yn CA4 neu 5 Made a request for absence during KS4 or 5
	Mae amseriad yr absenoldeb yn torri ar draws cyfnod asesu ac/neu arholiadau mewnol The timing of the absence coincides with internal assessments and/or examinations
	Mae amseriad yr absenoldeb yn torri ar draws cyfnod gweithio tuag at arholiadau/asesiadau allanol The timing of the absence coincides with preparation for external examinations/assessments

Pe byddech yn dymuno trafod y mater, cysylltwch â mi drwy swyddfa'r ysgol os gwelwch yn dda.
Should you wish to discuss the matter with me, please contact the school office.

“Absenoldeb anawdurdodedig” a allai arwain at Rybudd Cosb Benodol a dirwy o £60 (os yw'n cael ei dalu o fewn 28 diwrnod) sy'n codi i £120 (os yw'n cael ei dalu rhwng 29 - 42 diwrnod).

“Unauthorised absence” could lead to a Fixed Penalty Notice and a fine of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 - 42 days).

Arwyddyd/Signature: _____

Dyddiad/Date: _____

Appendix 5

Letter I Official Sensitive

«date_print»

«block__ address»

Dear «greeting»,

«first name » «surname_» - DG «date __of birth »

As part of our commitment to improve our pupils' attainment, we are monitoring attendance regularly and naming any pupil whose attendance is causing concern. Therefore, we are writing to you because of your child's present attendance level.

School attendance total	«percentage-attendance»%
Proportion of Authorized absence	«percentage-of authorised absence »%
Proportion of Unauthorized absence	«percentage-of unauthorised absence»%

This means that « name » has lost <<total_sessions/ unauthorised>> and <<total authorised sessions>>. In line with the Local Code of Conduct, Fixed Penalty Notices will be considered when at least 10 sessions (5 school days) are lost due to unauthorized absence during the current term. These do not need to be consecutive.

The following table reveals the effect of absence over a school year.

School Year Attendance	Number of days	Number of weeks	Number of lessons
90%	19	4	100
80%	38	8	200
70%	57	11.5	290

Your child's absence affects his/her education and the education of the remainder of the class. Recent studies note that pupils who are regularly absent are more likely to underachieve academically, find it more difficult to make and keep friends, are involved in breaking the law and in failing opportunities in further education and the world of work.

We wish to discuss this with you and to arrange an appointment at a time and date in school with a person named by the school on <<phone number>>. In the meeting, we would like to agree on a plan to work together to improve your child's attendance.

Failing to attend the meeting or to contact us would be considered as a failing on your part to co-operate with us to improve your child's attendance. That could lead to the Education Welfare Officer dealing with the case.

We look forward to meeting you.

Yours faithfully,

School Contact

Appendix 6

Letter 2 Official Sensitive

print - date

«address_block»

Dear «greeting »,

«first name » «surname_» - DG «date__of birth »

Since your meeting <<date of meeting>>, there has been no considerable progress in your child's attendance level and at present his/her attendance is «attendance percentage»%. This is lower than expected and to put this in context, attendance of 90% is equivalent to losing 19 school days a year. With the school holidays your child will spend more time at home than in school during the year. I enclose a copy of the statistics from the register that show the number of sessions lost. In line with the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered when at least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.

Continuous low attendance is a factor that is often linked to low levels of academic success. It is important that low attendance is dealt with as soon as possible in order to prevent «first name» from developing poor practices as regards attendance.

I have no choice but to discuss this with the Education Welfare Officers who are on statutory duty to investigate matters that involve lack of continuous attendance at school.

Thank you for your co-operation.

Yours faithfully,

<<School Contact>>

Appendix 7

Late letter Official Sensitive

«print_date»

«address_block»

Dear «greeting»,

As part of our commitment to improve our pupils' attainment, we monitor pupils' attendance regularly. In monitoring pupils' attendance regularly, we note the name of any pupil whose attendance causes concern, including those pupils who arrive at school late several times. We are therefore writing to you due to the number of times that <<Pupils' Name>> has arrived late:

Attendance	<<current attendance>> %
Number of times the pupil has arrived late	<< present L >> %
Number of times arriving late "unauthorized"	<<present U >> %

Being late arriving at school can have a considerable effect over the whole school year. The following table shows how much time can be lost over a year by only being 5 minutes late arriving at school every day.

5 minutes late every day = Missing 3 days of school, namely 18 lessons a year
10 minutes late every day = Missing 6.5 days of school, namely 39 lessons a year
15 minutes late every day = Missing 10 days of school, namely 60 lessons a year
20 minutes late every day = Missing 13 days of school, namely 78 lessons a year
30 minutes late every day = Missing 19 school days, namely 114 lessons a year

We appreciate that school-going mornings can be very busy, but when your child arrives late in school, they miss fateful aspects of their education. If your child arrives 30 minutes after taking the register, they will be marked as being absent "without authority", – that is equivalent to "unauthorized absence". As per the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered for persistent late arrival at school, i.e. after the register has closed (9.30am), in the current term. "Persistent" means at least 10 sessions of late arrival;

If you have any enquiries or you wish to discuss attendance with someone, please contact << named person who is a member of the school staff>> on <<phone number >>

Yours faithfully

<<School Contact >>

Appendix 8

Medical Letter Official Sensitive

«print_date»

«block__ address»

Dear «greeting»,

Since we wrote to you on <<date of 1st letter>>, there has not been considerable improvement in <<name of pupil>> 's attendance, and at present the <attendance percentage is>> %. This is lower than expected and to put that in context, attendance of 90% is equivalent to losing 19 school days a year.

In looking why <<name of pupil>> has been absent from school, we noticed that the majority of absence is connected with illness and/or medical reasons.

Owing to the level of illness and/or absence on medical ground, I am asking if there is any further absence, that the school has evidence that shows that the pupil is absent and that it is supported by a Doctor. Amongst examples of evidence that can be used is: Prescription, Appointment Cards, Doctor's Notes, etc.

If this evidence is given when your child returns following illness or absence on a medical basis, your child's absence will be recorded as authorized absence. In line with the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered if at least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.

We would appreciate your support to ensure that <<child's name>>'s attendance improves. The school continues to monitor the situation and will contact again if there is no improvement.

Thank you for your co-operation.

Yours faithfully

<<School Contact>>

Appendix 9

Letter N Official Sensitive

«print_date»

«block_address»

Dear «greeting»,

According to our records, <<name of pupil>> has been absent from school recently. You will be aware that it is the parents' responsibility to notify the school on the first day that a pupil is absent to explain why that <he/she> cannot attend school and the day it is expected that <she/he> will return. Unfortunately, you have not contacted us.

Therefore, I am writing to you to give you an opportunity to explain recent absence. Please complete the following schedule and return it to school as soon as possible. Any unexplained absence within a fortnight will be categorized as unauthorized absence. In line with the Local Code of Conduct for Fixed Penalty Notices a FPN will be considered when at least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.

If you wish to discuss this letter further, please contact me on <<the school's phone number>>.

Yours faithfully

<<School Contact >>

Please complete the schedule and return to the <<setting>> as soon as possible.

Dates of absence with no explanation in its regard:
<< N Code dates>>

Explanation for the above days of unexplained absence:

Parent/Guardian's Signature

Date

Appendix 10

Late

Letter "L" being sent following 5 late sessions.

