

YR AELOD DYNODEDIG O STAFF SY'N GYFRIFOL AM FONITRO PRESENOLDEB

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Y DIRPRWY AELOD O STAFF SY'N GYFRIFOL AM FONITRO PRESENOLDEB YN YR YSGOL

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YR AELOD ENWEBEDIG O'R CORFF LLYWODRAETHU AR GYFER MONITRO PRESENOLDEB

ENW:

Nod Ysgol Gymunedol Peniel yw creu cymuned ddysgu sy'n cael budd o ymddygiad positif, presenoldeb rheolaidd a llesiant ei disgyblion a'i staff.

Dylai pob plentyn fod yn yr ysgol, ar amser, bob dydd y mae'r ysgol ar agor oni bai nad oes modd osgoi'r rheswm dros yr absenoldeb. Yn yr un modd, mae gan rieni ddyletswydd a chyfrifoldeb i sicrhau bod eu plant yn mynychu'r ysgol yn rheolaidd. Mae gan yr Awdurdod Lleol (ALL) ddyletswydd i hyrwyddo ac i orfodi presenoldeb.

Mae'n ofynnol i ysgolion, o dan Reoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010, gymryd y gofrestr bresenoldeb ddwywaith y dydd: ar ddechrau sesiwn y bore ac unwaith yn ystod sesiwn y prynhawn. Mae cywirdeb y gofrestr yn bwysig i gefnogi unrhyw ymyriadau statudol y gall fod eu hangen. Dylid nodi ei bod yn drosedd peidio â chadw cofrestrau cywir.

Cydnabyddir bod pob plentyn yn gyndyn weithiau o fynd i'r ysgol. Mae unrhyw broblemau sy'n dod i'r amlwg o ran presenoldeb yn cael eu datrys orau i ddechrau mewn trafodaethau rhwng yr ysgol, y rhieni/gofalwyr a'r plentyn.

Y RHESYMEG

- Mae'r ysgol yn seilio ei pholisi presenoldeb ar y canllawiau a bennwyd yn Fframwaith Presenoldeb Cymru Gyfan (2011).
- Er bod y cyfrifoldeb cyfreithiol am sicrhau presenoldeb rheolaidd yn yr ysgol yn nwylo rhieni, mae'r ysgol a'r ALL yn gyfrifol am annog presenoldeb da a gwella presenoldeb gwael.
- Mae'r ofynnol yn ôl y gyfraith i'r ysgol gadw cofnodion penodol a llunio gwybodaeth benodedig am bresenoldeb disgyblion.
- Mae presenoldeb gwael yn cael effaith sylweddol. Mae absenoldeb a gwaharddiad o'r ysgol yn gysylltiedig â risg uwch o gyflawniad a chyrhaeddiad addysgol gwael a gall hefyd effeithio ar lesiant disgyblion.

- Mae gan yr ALL ddyletswydd statudol i sicrhau bod plentyn y maent yn gyfrifol amdano yn cael addysg addas ac, os yw'n ddisgybl cofrestredig mewn ysgol, mae hyn yn golygu mynychu'r ysgol yn rheolaidd ac ar amser.

YR AMCANION

- **Hyrwyddo presenoldeb da gan fod hyn yn hanfodol o ran cyflawniad addysgol.**
- **Cyfleu'r canlynol yn glir i rieni ac i ddisgyblion:**
 - bod presenoldeb rheolaidd yn hanfodol;
 - nid yw absenoldeb heb ei awdurdodi nac achosion o fod yn hwyr yn gyson yn dderbyniol;
 - dim ond y pennaeth yng nghyd-destun y gyfraith all gymeradwyo absenoldeb;
 - bydd absenoldeb a oddefir gan y rhieni, na ellir ei gyfiawnhau, yn cael ei ymchwilio a bydd yn cael ei gofnodi fel absenoldeb heb ei awdurdodi.
- **Cadw cofnodion presenoldeb sy'n:**
 - gwahaniaethu'n glir rhwng absenoldeb wedi'i awdurdodi ac absenoldeb heb ei awdurdodi gan ddisgyblion;
 - darparu gwybodaeth gywir ynghylch y gwir bresenoldeb er mwyn gallu monitro a gwerthuso cyfraddau presenoldeb ysgolion drwy ystadegau a gedwir yn ganolog.
- **Datblygu arferion da sydd eisoes ar waith sy'n meithrin agwedd gadarnhaol tuag at bresenoldeb da drwy:**
 - ymateb yn gyflym i absenoldeb disgyblion;
 - cydnabod disgyblion y mae ganddynt gofnodion presenoldeb 'rhagorol', 'da' a phresenoldeb sy'n 'gwella'.
- **Bod yn sensitif i sefyllfaoedd lle mae ffactorau allanol megis profedigaeth deuluol yn amharu ar batrymau presenoldeb rheolaidd.**

CYFRIFOLDEBAU STATUDOL

Mae'r fframwaith cyfreithiol sy'n rheoli presenoldeb yn cael ei bennu gan y Deddfau Addysg a'u rheoliadau cysylltiedig (sy'n ymwneud ag ysgolion ac Unedau Cyfeirio Disgyblion).

Mae Adran 7 o Ddeddf Addysg 1996 yn nodi "*...bydd rhieni plant o oedran ysgol gorfodol yn peri iddynt gael addysg amser llawn sy'n addas i'w hoedran, eu dawn a'u gallu ac i unrhyw anghenion addysgol arbennig sydd ganddynt, naill ai trwy fynychu'r ysgol yn rheolaidd neu fel arall...*"

Nodir ymhellach yn adran 444 "*... mae rhiant plentyn o oedran ysgol gorfodol sydd wedi'i gofrestru mewn ysgol ac sy'n methu â mynychu'r ysgol yn rheolaidd yn euog o drosedd y gellir ei chosbi yn ôl y gyfraith...*".

Mae oedran ysgol gorfodol yn golygu y dylai plant a phobl ifanc fynychu'r ysgol o ddechrau'r tymor cyntaf sy'n dechrau ar ôl eu pen-blwydd yn bump oed a'u bod o oedran ysgol gorfodol tan ar ôl y dydd Gwener olaf ym mis Mehefin yn ystod y flwyddyn ysgol lle maent yn cael eu pen-blwydd yn 16 oed.

Ni chyflawnir trosedd os gellir dangos:

- bod y disgybl yn absennol gyda chaniatâd (absenoldeb wedi'i awdurdodi);

- bod y disgybl yn sâl neu'n cael ei atal rhag mynychu o ganlyniad i achos nad oedd modd ei osgoi;
- bod yr absenoldeb wedi digwydd ar ddiwrnod a neilltuwyd ar gyfer defodau crefyddol gan y corff crefyddol y mae'r disgybl/rhiant yn perthyn iddo.

Gofynnir i rieni wneud pob apwyntiad meddygol a deintyddol y tu allan i oriau ysgol lle bo hynny'n bosibl.

Fe awdurdodir absenoldeb o'r canolfannau os bydd am y rhesymau canlynol:

- salwch;
- apwyntiadau meddygol neu ddeintyddol anorfod;
- dyddiau a gedwir at arferion crefyddol;
- amgylchiadau eithriadol yn y teulu.

Nid awdurdodir absenoldeb o'r ysgol oherwydd:

- siopa;
- toriadau gwallt;
- colli'r bws;
- cysgu'n hwyr;
- dim ffurfwisg;
- gofalu am frodyr, chwiorydd neu rieni sâl;
- gwarchod y tŷ;
- penblwyddi;
- gwyliau / gwibdeithiau undydd a gymerir yn ystod amser y tymor (onibai bod y pennaeth yn ystyried bod yna amgylchiadau eithriadol).

Gofynnir i rieni wneud pob apwyntiad meddygol a deintyddol y tu allan i oriau'r ysgol pryd bynnag y gellir.

Y mae'n ofynnol i ysgolion o dan Reoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 gymryd cofrestr bresenoldeb ddwywaith y dydd: ar ddechrau sesiwn y bore ac unwaith yn ystod sesiwn y prynhawn. Y mae cywirdeb y gofrestr yn bwysig er mwyn cefnogi unrhyw ymyriadau statudol y bo'u hangen. Dylid nodi mai trosedd yw peidio â chadw cofrestrau cywir.

Noda Rheoliadau Addysg (Hysbysiadau Cosb) (Cymru) Llywodraeth Cymru (LIC) 2013 ei bod yn ofynnol yn ôl y gyfraith i Awdurdodau Lleol (ALLau) er mwyn cydymffurfio â Deddf Addysg 1996 adran 444 gynnwys hysbysiadau cosb fel un o'r ymyriadau i hybu gwell presenoldeb yn yr ysgol.

Yn ôl darpariaethau adrannau 444A a 444B o Ddeddf Addysg 1996 gellir trin rhai achosion o absenoldeb heb ei awdurdodi drwy hysbysiad cosb. Dirwy o hyd at £120 yw hysbysiad cosb, a gellir ei gyflwyno i riant / gofalwr o ganlyniad i absenoldeb cyson plentyn o'r ysgol / ddarpariaeth addysg.

Mae'r ysgol yn glynu at y Cod Ymddygiad ar gyfer Hysbysiadau Cosb fel y cytunwyd ac a fabwysiadwyd gan yr awdurdod lleol, ac felly gall ofyn i'r awdurdod lleol i gyhoeddi hysbysiad cosb mewn rhai achosion.

YR ARFERION A'R GWEITHDREFNAU

95-100% Presenoldeb	Y siawns orau o lwyddiant	Y mae'ch plentyn chi'n manteisio'n llawn ar bob cyfle i ddysgu.
90-95% Presenoldeb	O leiaf pythefnos o ddysgu wedi'i gollu	Boddhaol. Gall fod angen i'ch plentyn dreulio amser i ddod yn gyfredol â gwaith a gollwyd.
85-90% Presenoldeb	O leiaf 4 wythnos o ddysgu wedi'u colli	Gall eich plentyn fod mewn perygl o dangyflawni a gall fod arno/i angen cymorth ychwanegol gennych chi i ddo yn gyfredol â gwaith a gollwyd.
80-85% Presenoldeb	O leiaf 5 ½ wythnos o ddysgu wedi'u colli	Y mae presenoldeb gwael eich plentyn yn cael effaith sylweddol ar ddysgu.
Llai na 80% Presenoldeb	O leiaf 7½ wythnos o ddysgu wedi'u colli	Y mae'ch plentyn yn colli'r cyfle o addysg eang a chytbwys. Yr ydych chi mewn perygl o gael eich erlyn.

Mae'r ysgol yn annog presenoldeb a phrydlondeb da drwy:

- creu amgylchedd gofalgar a meithringar lle mae disgyblion yn teimlo'n ddiogel ac yn cael eu gwerthfawrogi fel pobl ifanc;
- sicrhau bod presenoldeb a phrydlondeb yn cael eu cydnabod yn system wobrwyo'r ysgol gyfan;
- datblygu perthynas gadarnhaol â rhieni/gofalwyr ac asiantaethau allanol sy'n gweithio gyda'r teulu/disgybl;
- monitro a gwerthuso'r strategaethau ymyrraeth gynnar a fabwysiadwyd gan yr ysgol;
- gweithio'n agos gyda chydweithwyr amlasiantaeth a'r Tîm Diogelu a Phresenoldeb Ysgolion i wella presenoldeb a phrydlondeb;
- monitro data a thueddiadau o ran presenoldeb ac adrodd y wybodaeth hon i'r Corff Llywodraethu bob tymor.

Camau penodol

- Bydd yr ysgol yn sicrhau bod ei pholisi presenoldeb ar gael i rieni ac i ddisgyblion.
- Bydd yr ysgol hefyd yn cyfleu pwysigrwydd presenoldeb i rieni ac i ddisgyblion drwy wasanaethau, prosiectws yr ysgol, llythyrau newyddion a gwefan yr ysgol/tudalen Facebook.
- Os nad yw rhiant/gofalwr plentyn absennol yn cysylltu ar fore cyntaf yr absenoldeb, bydd staff gweinyddol yr ysgol yn ffonio i ymchwilio i'r rheswm dros yr absenoldeb. Os nad yw'r ysgol yn gallu cysylltu â'r teulu, bydd hyn yn cael ei gofnodi fel absenoldeb heb ei awdurdodi (N - dim rheswm eto dros yr absenoldeb)
- Cofnodir manylion ynghylch yr absenoldeb, os derbyniwyd hwy'n ddiweddarach, a thrafodir y rhain â'r pennaeth a bydd penderfyniad yn cael ei wneud cyn gynted â phosib o ran awdurdodi. Efallai y bydd y pennaeth yn gofyn i'r Tîm Diogelu a Phresenoldeb Ysgolion am gyngor ynghylch hyn ond yr ysgol sy'n gyfrifol am wneud penderfyniadau ynghylch awdurdodi unrhyw absenoldeb.
- Os yw disgybl wedi'i gofrestru fel Plentyn sy'n Derbyn Gofal neu ei fod ar y gofrestr Amddiffyn Plant a'i fod yn absennol o'r ysgol heb reswm, dylai'r ysgol gysylltu â'r Gwasanaethau Plant cyn gynted â phosibl.
- Pan fo disgybl yn dychwelyd i'r ysgol ar ôl bod yn absennol, ond ni roddir unrhyw esboniad, bydd llythyr yn cael ei anfon at y rhiant.
- Bydd llythyr hefyd yn cael ei anfon os oes pryderon ynghylch presenoldeb neu os yw plentyn yn hwyr i'r ysgol yn gyson.
- Pan fo staff yr ysgol yn teimlo bod patrwm pryderus yn dod i'r amlwg o ran diffyg presenoldeb, mae'n hanfodol eu bod yn ymdrechu i gyfarfod â'r teuluoedd ac yn gweithio'n agos gyda nhw i sicrhau y gellir cynnig y lefel briodol o ymyrraeth a chymorth i'r rhiant/gofalwr ac i'r plentyn i wella presenoldeb.
- Lle nad yw ymyriadau yn yr ysgol yn gwella presenoldeb, gofynnir am gyngor gan y Tîm Diogelu a Phresenoldeb Ysgolion. Lle mae'r presenoldeb cyffredinol yn llai nag 80% a phrif achos yr absenoldeb yw absenoldeb heb ei awdurdodi, ystyrir atgyfeiriad ffurfiol at y Tîm. Fel arall, lle mae pryderon ynghylch absenoldeb heb ei awdurdodi, gall yr ysgol ystyried gofyn am roi Hysbysiad Cosb.
- Os nad yw'r disgybl yn yr ysgol am 10 diwrnod ysgol (oherwydd absenoldeb heb ei awdurdodi), mae dyletswydd ar ysgolion i gyfeirio at yr ALL (y Tîm Diogelu a Phresenoldeb Ysgolion) ar y degfed diwrnod o absenoldeb lle nad ydynt wedi gallu cysylltu â'r rhiant/gofalwr neu blentyn neu fod ganddynt bryderon ynghylch lles y plentyn (Canllawiau Statudol i atal plant a phobl ifanc rhag colli addysg, Cylchlythyr Llywodraeth Cymru: 002/2017).
- Mae Rheoliadau Addysg (Hysbysiadau Cosb) (Cymru) 2013 Llywodraeth Cymru yn nodi ei bod yn ofynnol yn ôl y gyfraith i Awdurdodau Lleol gydymffurfio ag adran 444 Deddf Addysg 1996, sef cynnwys hysbysiadau cosb fel un o'r ymyriadau i hyrwyddo gwell presenoldeb ysgol.

- Mae Adrannau 444A a 444B o Ddeddf Addysg 1996 yn nodi y gellir ymdrin â rhai achosion o absenoldeb anawdurdodedig drwy hysbysiad cosb. Dirwy o hyd at £120 yw hysbysiad cosb a gellir ei roi i riant/gofalwr oherwydd bod gan blentyn absenoldeb anawdurdodedig o'r ysgol/darpariaeth addysg sy'n golygu bod ei bresenoldeb cyffredinol o dan 90%.
- Mae'r ysgol yn cydymffurfio â'r Côd Ymddygiad ar gyfer Hysbysadau Cosb fel y cytunwyd arno ac a fabwysiadwyd gan yr ALL, ac felly gall ofyn i'r ALL roi hysbysiad cosb mewn achosion penodol.

- **Dim ond Penaethiaid sy'n gallu awdurdodi absenoldeb plant a phobl ifanc.**

- Bydd bob amser angen gwybodaeth am achos yr absenoldeb gan rieni/gofalwyr.

Bydd yr ysgol hefyd yn gwneud y canlynol:

- sicrhau bod yr holl staff yn ymwybodol o'r gweithdrefnau cofrestru, y rheoliadau cofrestru a'r gyfraith addysg sy'n ymwneud â phresenoldeb mewn ysgolion;
- cwblhau cofrestrau ysgolion ar ddechrau sesiwn y bore a sesiwn y prynhawn - mae'r gofrestr ar agor am **20** munud ac yn cau am **9:20** am;
- pwysleisio i rieni ac i ofalwyr pa mor bwysig yw cysylltu â'r ysgol mor gynnar â phosibl ar ddiwrnod cyntaf yr absenoldeb;
- hyrwyddo agweddau positif staff at ddisgyblion sy'n dychwelyd ar ôl absenoldeb;
- ymgynghori â holl aelodau cymuned yr ysgol a'r Tîm Diogelu a Phresenoldeb Ysgolion wrth ddatblygu a chynnal polisi presenoldeb yr ysgol gyfan;
- sicrhau bod presenoldeb yn cael ei werthuso'n rheolaidd gan y Corff Llywodraethu;
- gweithio tuag at sicrhau bod pob disgybl yn cael cefnogaeth ac yn cael ei werthfawrogi ac felly y bydd am fynd i'r ysgol.

Yr Aelod Dynodedig o Staff

Cyfrifoldeb yr holl staff yw presenoldeb. Fodd bynnag, mae aelod dynodedig o staff sy'n gyfrifol am faterion sy'n ymwneud â phresenoldeb, ac mae'r holl staff yn gallu trafod presenoldeb disgyblion unigol gyda'r unigolyn hwn. Mae'r Aelod Dynodedig o Staff ar gyfer Presenoldeb yn gwneud y canlynol:

- monitro cofrestrau'r ysgol;
- cysylltu â'r staff addysgu, yn enwedig Penaethiaid Blwyddyn;
- cyfarfod â'r Swyddog ALL yn rheolaidd ac yn trefnu'r cyfarfodydd hynny ymlaen llaw;
- cyfeirio at asiantaethau eraill os yw'n briodol;
- goruchwyllo'r defnydd o lythyron safonol i rieni sy'n ymdrin ag agweddau penodol ar bresenoldeb ac sy'n gofyn am ymateb rhieni;
- trefnu cyfarfod presenoldeb/cyfarfod cynllunio addysg lle bo hynny'n briodol;
- sicrhau bod rôl y Swyddog ALL yn hysbys a bod y broses atgyfeirio at Dîm Diogelu a Phresenoldeb yr Ysgolion yn cael ei deall yn yr ysgol.

CYFRIFOLDEBAU RHIENI

Mae rhieni'n gyfrifol yn ôl y gyfraith am sicrhau bod eu plant yn mynychu'r ysgol lle maent wedi'u cofrestru, a hynny'n rheolaidd ac yn brydlon.

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

- a) dangos diddordeb ym mywyd a gwaith ysgol eu plentyn;
- b) mynd i nosweithiau rhieni a digwyddiadau eraill yn yr ysgol, os yw'n bosibl;
- c) sicrhau bod eu plentyn yn cwblhau ei waith cartref ac yn mynd i'r gwely ar adeg briodol;
- d) bod yn ymwybodol o lythyron gan yr ysgol y mae eu plentyn yn dod â nhw adref;
- e) sicrhau bod eu plentyn yn cyrraedd yr ysgol ar amser bob dydd;
- f) sicrhau bod eu plentyn ond yn colli'r ysgol am resymau nad oes modd eu hosgoi neu eu cyfiawnhau, megis salwch neu ddyddiau ar gyfer defodau crefyddol;
- g) rhoi gwybod i'r ysgol am unrhyw absenoldeb cyn gynted â phosib bob amser - ar y bore cyntaf yn ddelfrydol;
- h) cadarnhau hyn yn ysgrifenedig pan fydd y plentyn yn dychwelyd i'r ysgol;
- i) osgoi trefnu gwyliau teuluol yn ystod y tymor;
- j) siarad â'r ysgol os ydynt yn poeni y gallai eu plentyn fod yn gyndyn o fynd yno.

COFRESTRU

Cadw'r cofrestrau

Mae'r gofrestr yn ddogfen gyfreithiol ac mae'n rhaid ei chadw'n fanwl gywir. Gellir gofyn am y gofrestr mewn llys barn fel tystiolaeth mewn erlyniad am ddiffyg presenoldeb. Bydd hefyd yn cael ei defnyddio ar gyfer adroddiadau diwedd tymor, cofnodion o gyrhaeddiad a cheisiadau am eirida, a gwybodaeth i ysgolion eraill, i Awdurdodau Lleol ac i asiantaethau allanol.

- Ni ddylid cofnodi bod unrhyw ddisgybl yn bresennol oni bai ei fod mewn gwirionedd yn bresennol yn yr ysgol neu mewn gweithgaredd addysgol arall y cytunwyd arno.
- Ni ddylai unrhyw farciau fod ar goll o'r gofrestr.
- Pan fydd disgybl yn cyrraedd yn hwyr ond bod y gofrestr yn dal ar agor, dylid nodi bod y disgybl yn hwyr ond ei fod yn bresennol ar gyfer y sesiwn.

- Pan fydd disgybl yn colli'r cyfnod cofrestru, dylid nodi absenoldeb heb ei awdurdodi ar ei gyfer, oni bai bod llythyr meddygol/galwad ffôn gan riant yn dod i law ac ystyrir ei fod/bod yn ddilys.
- Ni ddylai disgyblion gael mynediad i'r gofrestr.
- Y pennaeth yw'r unig berson sy'n gallu awdurdodi bod disgybl yn cael ei dynnu oddi ar y gofrestr - dim ond gyda chytundeb yr ALL y gellir gwneud hyn.
- Yn ogystal â chofrestru ddwywaith y dydd ar ffurf grwpiau, cofnodir cofrestr dosbarth ar gyfer pob gwers drwy gydol y dydd. Caiff y rhain eu gwirio gan Bennaeth y Flwyddyn i nodi triwantiaeth posibl ac unrhyw ddisgybl sydd wedi methu gwers.

HWYRNI

Mae prydlondeb disgybl yn ofyniad cyfreithiol ac mae rhiant disgybl sy'n hwyr yn gyson yn euog o drosedd. Mae'r gyfraith yn ymdrin â hwyrder parhaus yn yr un modd â phresenoldeb afreolaidd a gellir erlyn rhieni os na fydd y mater o ran cyrraedd yr ysgol yn hwyr yn gyson yn cael ei ddatrys.

Gwyliau

Mae gan y pennaeth bŵer disgrisiwn i ganiatáu absenoldeb at ddiben gwyliau teuluol a bydd yn ystyried pob achos yn unigol. Nid oes gan rieni hawl awtomatig i dynnu disgyblion o'r ysgol am wyliau yn ystod y tymor. Fodd bynnag, mae'n bosibl y bydd amgylchiadau'n codi sy'n golygu bod angen i ddisgybl gymryd amser i ffwrdd yn ystod y tymor a dyma pam mai penaethiaid sydd yn y sefyllfa orau i wneud y penderfyniad. Mae Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 yn nodi bod gan benaethiaid bŵer disgrisiwn i awdurdodi absenoldeb ar gyfer gwyliau teuluol yn ystod y tymor lle mae rhieni'n gofyn am ganiatâd. Gall rhieni gael gafael ar ffurflen gais am wyliau gan yr ysgol at y diben hwn. Heblaw am amgylchiadau eithriadol, ni ddylid caniatáu mwy na 10 diwrnod o absenoldeb at y diben hwn.

Dim ond os yw ysgolion wedi rhoi ystyriaeth lawn i ganllawiau Llywodraeth Cymru ac amgylchiadau unigol y dylid cytuno ar **Deithiau Tramor estynedig**. Dylid cynghori rhieni/gofalwyr am yr effaith y bydd absenoldeb hirfaith yn ei gael ar eu plentyn/plant a dylid eu hannog, lle bo modd, i gymryd eu gwyliau pan fydd yr ysgol ar gau. Mae teithiau tramor yr un fath â gwyliau teuluol a gall rhieni gael gafael ar ffurflen gais yn yr ysgol. Mae'n hanfodol bod disgyblion yn yr ysgol am gymaint o amser â phosibl, boed oherwydd rhesymau ieithyddol neu oherwydd oedi mewn cyrhaeddiad, felly mae angen annog rhieni i gynllunio ar gyfer teithiau yn ystod y 13 wythnos sydd ar gael iddynt y tu allan i dymor yr ysgol. Cyn y daith dylid cytuno â'r ysgol ar ddyddiad dychwelyd. Gall methu â dychwelyd ar y dyddiad y cytunwyd arno arwain at dynnu eich plentyn/plant oddi ar y gofrestr. O dan yr amgylchiadau hyn, byddai angen i'r rhieni/gofalwyr wneud cais i gael eu haillderbyn wrth dychwelyd i'r DU, ac efallai na fyddai sicrwydd y byddent yn cael yr ysgol o'u dewis, oherwydd efallai y byddai pob lle yn llawn. Felly, byddai angen newid ysgol.

Codau Cofrestru

Côd	Disgrifiad
Λ	Yn bresennol yn ystod y cyfnod cofrestru
L	<i>Yn hwyr, ond yn cyrraedd cyn i'r gofrestr gau</i>
B	Addysgir oddi ar y safle (nid cofrestriad deuol)
D	Cofrestriad deuol (h.y. mae'r disgybl yn mynd i ysgol arall neu mewn Uned Cyfeirio Disgyblion)
P	Gweithgaredd chwaraeon a gymeradwywyd
V	Ymweliad neu daith addysgol
J	Cyfweliad
W	Profiad gwaith (nid hyfforddiant seiliedig ar waith)
C	Amgylchiadau awdurdodedig eraill (nas cwmpesir gan gôd/disgrifiad priodol arall)
F	Gwyliau teuluol estynedig y cytunwyd arnynt
H	Gwyliau teuluol y cytunwyd arnynt
I	Salwch
M	Apwyntiad meddygol neu ddeintyddol
S	Absenoldeb astudio
E	Wedi'i wahardd ond ni wneir unrhyw ddarpariaeth amgen
R	Diwrnod a neilltuwyd ar gyfer defodau crefyddol
T	Absenoldeb teithiwr
N	Ni roddwyd unrhyw reswm eto dros yr absenoldeb
O	Absenoldeb anawdurdodedig arall (nas cwmpesir gan godau na disgrifiadau eraill)
G	Gwyliau teuluol (na chytunwyd arnynt neu sesiynau sy'n ychwanegol at yr hyn y cytunwyd arno)
U	Hwyr - cyrraedd ar ôl i'r cyfnod cofrestru ddod i ben
X	Sesiynau heb eu rhaglenni ar gyfer disgyblion nad ydynt o oedran ysgol gorfodol
Y	Cau ysgol yn rhannol a gorfod cau ysgol
Z	Nid yw'r disgybl ar y gofrestr eto
#	Yr ysgol ar gau i bob disgybl

POLISI MONITRO A GWERTHUSO

Bydd y polisi hwn yn cael ei adolygu'n flynyddol.

Dyddiad y cymeradwywyd y polisi gan y Corff Llywodraethu

.....

Y Cadeirydd

Y Llywodraethwr Dynodedig ar gyfer presenoldeb yn yr ysgol

.....

DESIGNATED STAFF MEMBER WITH RESPONSIBILITY FOR MONITORING ATTENDANCE

NAME: Mrs C Gwyn

CONTACT NUMBER: 01267 234 296

DEPUTY STAFF MEMBER WITH RESPONSIBILITY FOR MONITORING ATTENDANCE AT THE SCHOOL

NAME: Miss E H Powell

CONTACT NUMBER: 01267 234 296

NOMINATED MEMBER OF THE GOVERNING BODY FOR MONITORING ATTENDANCE

NAME:

Ysgol Gymunedol Peniel aims to create a learning community which benefits from the positive behaviour, regular attendance and well-being of its pupils and staff.

All children should be at school, on time, every day the school is open unless the reason for absence is unavoidable. Equally, parents have a duty and responsibility to ensure that their children attend school on a regular basis. The Local Authority (LA) has a duty to promote and enforce attendance.

Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The accuracy of the register is important to support any statutory interventions that may be required. It should be noted that it is an offence not to maintain accurate registers.

It is acknowledged that all children are sometimes reluctant to attend school. Any problems which arise with attendance are initially best resolved in discussions between the school, the parents/carers and the child.

RATIONALE

- The school bases its attendance policy on the guidelines as set out by the All Wales Attendance Framework (2011).
- Whilst the legal responsibility for regular school attendance rests with parents, the school shares with them, and the LA, responsibility for encouraging good attendance and improving poor attendance.
- The school is required by law to maintain specific records and to produce specified information on the attendance of pupils.

- The impact of poor attendance is profound. Absence and exclusion from school are associated with a higher risk of poor educational achievement and attainment and can also impact on pupil wellbeing.
- The LA has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education and, if a registered pupil at school, this means attending school regularly and on time.

OBJECTIVES

- **To promote good attendance as this is vital to educational achievement.**
- **To convey clearly to parents and pupils that:**
 - regular attendance is essential;
 - unauthorised absence and persistent lateness are not acceptable;
 - only the headteacher in the context of the law can approve absence;
 - parental condoned, unjustifiable absence will be investigated and will be recorded as unauthorised absence.
- **To keep records of attendance which:**
 - clearly distinguish between authorised and unauthorised absence by pupils;
 - provide accurate information on actual attendance to enable monitoring and evaluation of school attendance rates through centrally held statistics.
- **To build on existing good practice that fosters a positive attitude to good attendance by:**
 - responding rapidly to pupil absence;
 - recognising pupils who maintain 'excellent', 'good' and 'improving' attendance records.
- To be sensitive to situations where regular attendance patterns are disrupted by external factors such as family bereavement.

STATUTORY RESPONSIBILITIES

The legal framework governing attendance is set by the Education Acts and their associated regulations (which relate to schools and Pupil Referral Units).

Section 7 of the Education Act 1996 states that "...the parent of every child of compulsory school age shall cause him/ her to receive full time education suitable to his/ her age, aptitude and ability and to any special education needs he/she may have, either by regular attendance at school or otherwise..."

Section 444 further states "...the parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law..."

Compulsory school age means that children and young people should attend school from the start of the first term commencing after their fifth birthday and are of compulsory school age until after the last Friday in June of the school year in which they have their 16th birthday

An offence is not committed if it can be demonstrated that:

- the pupil was absent with leave (authorised absence);

- the pupil was ill or prevented from attending by an unavoidable cause;
- the absence occurred on a day set aside for religious observance by the religious body to which the pupil/ parent belongs.

Parents are asked to make all medical and dental appointments outside of school hours wherever possible.

Absence from the centres will be authorised if it is for the following reasons:

- sickness;
- unavoidable medical or dental appointments;
- days of religious observance;
- exceptional family circumstances,

Absence from school will not be authorised for:

- shopping;
- haircuts;
- missed bus;
- overslept;
- no uniform;
- looking after brothers, sisters or unwell parents;
- minding the house;
- birthdays;
- holidays / day trips taken in term time (unless the headteacher considers that there are exceptional circumstances).

Parents are asked to make all medical and dental appointments outside of school hours wherever possible.

Schools are required under the Education (Pupil Registration) (Wales) Regulations 2010 to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The accuracy of the register is important to support any statutory interventions that may be required. It should be noted that it is an offence not to maintain accurate registers.

The Welsh Government (WG) Education (Penalty Notice)(Wales) Regulations 2013 states that Local Authorities (LAs) are required by law to adhere to the Education Act 1996 section 444 to include penalty notices as one of the interventions to promote better school attendance.

Sections 444A and 444B of the Education Act 1996 provide that certain cases of unauthorised absence can be dealt with by way of a penalty notice. A penalty notice is a fine of up to £120 and may be issued to a parent / carer as a result of a child's regular non-attendance at school / education provision.

The school adheres to the Code of Conduct for Penalty Notices as agreed and adopted by the local authority, and therefore may request the local authority to issue a penalty notice in certain cases.

PRACTICE AND PROCEDURES

95-100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work.
85-90% attendance	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80-85% attendance	At least 5 $\frac{1}{2}$ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7 $\frac{1}{2}$ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

The school encourages good attendance and punctuality by:

- creating a caring and nurturing environment whereby pupils' feels safe and appreciated as young people;
- ensuring that attendance and punctuality are recognised within the whole school reward system;
- developing positive relationships with parents / carers and external agencies working with the family/ pupil;
- monitoring and evaluating the early intervention strategies adopted by the school;
- working closely with multi agency colleagues and the School Safeguarding and Attendance Team to improve attendance and punctuality;
- monitoring attendance data and trends and reporting this information termly to the Governing Body.

Specific actions

- The school will make its policy on attendance available to parents and pupils.
- The school will also communicate the importance of attendance to parents and pupils through assemblies, the school prospectus, newsletters and the school website / Facebook page.
- If no contact is received by the parent/ carer of an absent pupil on the first morning of the absence, a telephone call is made by the school's administration staff to investigate the reason for the absence. If the school is not able to contact the family, then this will be recorded as an unauthorised absence (N no reason yet provided for absence).
- Details of the absence are recorded, if later received, and discussed with the headteacher and a decision will be made with regards to authorisation as soon as possible. The headteacher may ask the School Safeguarding and Attendance Team for advice with regards to this but the decision to authorise any absence remains with the school.
- If the pupil is registered as a Looked After Child or on the Child Protection register and absent from school without reason, then the school should contact Children's Services as soon as possible.
- When a pupil returns to school from an absence, but no explanation is offered, a letter will be sent to the parent.
- A letter will also be sent out where there are concerns about attendance or if a pupil is persistently late to school.
- It is essential that, when school staff feel that a worrying pattern of non-attendance is emerging that they endeavour to meet with families and work closely with them to ensure that the appropriate level of intervention and support can be offered to the parent/carer and child to improve attendance.
- Where school-based interventions do not improve attendance, advice will be sought from the School Safeguarding and Attendance Team. Where overall attendance is less than 80% and the main cause of absence is unauthorised, a formal referral to the Team will be considered. Alternatively, where there are concerns around unauthorised absence, school can consider requesting that a Penalty Notice is issued.
- Where a pupil is missing for 10 school days (due to unauthorised absence), Schools have a duty to refer to the LA (School Safeguarding and Attendance Team) on the tenth day of absence where they have been unable to make contact with the parent/carer or child or have child welfare concerns (Statutory Guidance to prevent children and young people from missing education, Welsh Government circular no: 002/2017).
- The Welsh Government (WG) Education (Penalty Notice) (Wales) Regulations 2013 states that Local Authorities (LAs) are required by law to adhere to the Education

Act 1996 section 444 to include penalty notices as one of the interventions to promote better school attendance.

- Sections 444A and 444B of the Education Act 1996 provide that certain cases of unauthorised absence can be dealt with by way of a penalty notice. A penalty notice is a fine of up to £120 and may be issued to a parent / carer as a result of a child's unauthorised absence from school / education provision which brings their overall attendance to below 90%.
 - The school adheres to the Code of Conduct for Penalty Notices as agreed and adopted by the LA, and therefore may request the LA to issue a penalty notice in certain cases.
- **Only Headteachers can authorise the absence of children and young people.**
 - Information regarding the cause of the absence will always be required from parents/ carers.

The school will also:

- ensure that all staff are aware of the registration procedures, registration regulations and education law relating to school attendance;
- complete school registers at the start of the morning session and afternoon session – the register is open for **20** minutes and closes at **09:20 am**;
- stress to parents and carers the importance of contacting the school as early as possible on the first day of absence;
- promote positive staff attitudes to pupils returning after absence;
- consult with all members of the school's community and School Safeguarding and Attendance Team in developing and maintaining the whole school attendance policy;
- ensure regular evaluation of attendance by the Governing Body;
- work towards ensuring all pupils are supported and valued and so want to attend school.

The Designated Member of Staff

Attendance is the responsibility of all staff. There is, however, a designated member of staff for attendance matters and all staff are able to discuss individual pupil attendance with this person. The Designated Member of Staff for Attendance:

- monitors the school's registers;
- liaises with teaching staff, in particular Heads of Year;
- meets with the LA Officer on a regular pre-arranged basis;
- refers to other agencies if appropriate;
- oversees the use of standardised letters to parents addressing specific aspects of attendance and requiring parental response;
- arranges for an attendance meeting/education planning meeting where appropriate;

- ensures that the LA Officer's role is known and that the referral process to the School Safeguarding and Attendance Team is understood in school.

RESPONSIBILITIES OF PARENTS

Parents are responsible in law for ensuring that their children attend the school at which they are registered, regularly and on time.

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

- k) take an active interest in their child's school life and work;
- l) attend parents' evenings and other school events, if possible;
- m) ensure that their child completes his/her homework and goes to bed at an appropriate time;
- n) be aware of letters from school which their child brings home;
- o) ensure that their child arrives at school on time each day;
- p) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- q) always notify the school as soon as possible - preferably on the first morning - of any absence;
- r) confirm this in writing when the child returns to school;
- s) avoid booking family holidays during term-time;
- t) talk to the school if they are concerned that their child may be reluctant to attend

REGISTRATION

Keeping the registers

The register is a legal document and must be kept accurately. The register may be requested in a court of law as evidence in a prosecution for non-attendance. It will also be used for end of term reports, records of achievement and reference requests, and information for other schools, LAs and external agencies.

- No pupil should be marked present unless actually in attendance at school or other agreed educational activity.
- The register should not have missing marks.
- When a pupil arrives late but the register is still open, the pupils should be marked as late but counted as present for the session.
- When a pupil misses registration, she/he should be marked as an unauthorised absence, unless a medical letter/phone call by parent is received and deemed to be genuine.

- Pupils should not have access to the register.
- The headteacher is the only person who can authorise that a pupil be removed from the register – this can only be done with the agreement of the LA.
- In addition to twice daily registration in form groups, a class register is taken for every lesson throughout the day. These are checked by the Head of Year to identify possible truancy and any pupil found to have missed a lesson.

Lateness

A pupil's punctuality is a legal requirement and the parent of a pupil who is persistently late is guilty of an offence. The law treats persistent lateness in the same way as irregular attendance and parents can be prosecuted if persistent late arrival is not resolved.

Holidays

The headteacher has the discretionary power to grant leave for the purpose of a family holiday and will consider every case on an individual basis. Parents do not have an automatic right to withdraw pupils from school for a holiday during term time. However, there may be circumstances that warrant a pupil taking time off in term time and this is why head teachers are best placed to make the decision. The Education (Pupil Registration) (Wales) Regulations 2010 state that head teachers have a discretionary power to authorise leave for a family holiday during term time where parents seek permission. Parents can access a holiday request form from school for this purpose. Except for exceptional circumstances, no more than 10 days' leave should be granted for this purpose.

Extended Overseas Trips should only be agreed where schools have taken into full account the Welsh Government guidance and individual circumstances. Parents/carers should be advised of the impact such a lengthy absence will have upon their child(ren) and be encouraged, where possible to take their holiday to coincide with school closure. Trips overseas are the same as family holidays and parents can access a request form within the school. It is critical that pupils' time in school is maximised and whether it is for linguistic or delayed attainment reasons, parents need to be encouraged to plan for trips in the 13 weeks available to them outside term times. An agreed date of return should be made with the school prior to the trip. Failure to return on the agreed date, can result in your child(ren) being taken off roll. In these circumstances the parents/carers would need to make an application for re-admission on their return to UK and may not be guaranteed the school of their choice, as all available places could be taken. Therefore, a change of school would be required.

Registration Codes

Code	Description
Λ	Present at registration
L	<i>Late but arrived before the register closed</i>
B	Educated off-site (not dual registration)
D	Dual registered (i.e. present at another school or at a PRU)
P	Approved sporting activity

V	Educational visit or trip
J	Interview
W	Work experience (not work based training)
C	Other authorised circumstances (not covered by another appropriate code/description)
F	Agreed extended family holiday
H	Agreed family holiday
I	Illness
M	Medical or dental appointment
S	Study leave
E	Excluded but no alternative provision made
R	Day set aside exclusively for religious observance
T	Traveller absence
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
G	Family holiday (not agreed or in excess of agreement)
U	Late and arrived after the register closed
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to all pupils

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body

Chairperson

Designated Governor for school attendance