

# POLISI PRESENOLDEB A PHRYDLONDEB



## Cyflwyniad

Mae'r polisi yma wedi'i seilio ar ganllawiau Fframwaith Presenoldeb ar gyfer Cymru Gyfan gyhoeddwyd gan Llywodraeth Cynulliad Cymru ar gyfer plant a phobl ifanc Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn (UNCRC). Credwn ei bod yn hanfodol bod plant a phobl ifanc yn cael mynediad i ddarpariaeth a chyfleoedd dysgu priodol ac effeithiol. Mae angen i unrhyw rwystrau i ddysgu gael eu nodi'n gynnar a'u dileu fel y gall plant a phobl ifanc ymgysylltu â'r ddarpariaeth addysg sydd ei hangen arnynt er mwyn cyflawni eu potensial llawn.

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### 1. Nodau

1. I gynnal a gwella canran presenoldeb holl ddisgyblion yr ysgol
2. Sicrhau fod presenoldeb a phrydlondeb yn flaenoriaeth gan bawb sy'n gysylltiedig â'r ysgol hon gan gynnwys disgyblion, rhieni, athrawon a llywodraethwyr.
3. I ddatblygu strategaeth sy'n diffinio rôl glir ynglŷn â chyfrifoldebau a sy'n hybu cysondeb gweithredu.
4. I ddarparu cyngor, cynhaliadau ac arweiniad ar gyfer rhieni a disgyblion.
5. I ddatblygu dulliau effeithiol ar gyfer casglu a dadansoddi data ar faterion presenoldeb.
6. I ddatblygu ymhellach y cyswllt cadarnhaol a chyson sydd gennym mewn cyswllt cartref ac ysgol.
7. I weithredu trefn gwobrwyo a sancsiynau.
8. I hybu partneriaethau effeithiol gyda'r Gwasanaeth Lles Addysg a gwasanaethau ac asiantaethau eraill.
9. I gydnabod anghenion disgyblion unigol wrth gynllunio ail-integreiddio yn dilyn cyfnodau arwyddocaol o absenoldeb.

### 2. Hawliau, Cyfrifoldebau a Disgwyliadau

Mae trefn gofrestru'r ysgol yn seiliedig ar y canllawiau sydd yn Rheoliadau Addysg (Cofrestru Disgyblion) 1995 ac Atodiad 4.i "Codau ac arferion cofrestru" Cylchlythyr 47/2006 - Cynnwys a Chynorthwyo Disgyblion.

Mae systemau cofnodi presenoldeb cyfrifiadurol "SIMS.net" yn weithredol yn yr ysgol hon ac erbyn hyn ymhob un o ysgolion y Sir.

### **Trefniadau cofrestru (athro dosbarth/pennaeth blwyddyn)**

1. Cofrestru bore – 'LOG ON' yn syth i dudalen HISTORY (*bydd hyn yn rhoi darlun o record presenoldeb diweddar*) a gosod cod yn y gofrestr
2. Rhaid i bob disgybl gael marc yn erbyn ei enw pan fydd y gofrestr yn cau (Dylid cau cofrestru erbyn 9.00am/1.30pm)
3. Dylid marcio gyda'r codau priodol neu 'N' (ni chaniateir marciau coll)
4. Gall penaethiaid ddiweddarau data fel y derbynnir gwybodaeth

5. Dylai disgyblion hwyr (cofrestri wedi cau) ddod i'r dderbynfa i gofrestru'n hwyr. Gall swyddog SIMS ddiweddar. Yn ystod cofrestru nesaf gall data gael ei gywiro a'i gadw.

### **Staff sy'n goruchwyllo**

Gall staff sy'n goruchwyllo dros dro ddefnyddio 'LOG ON' a dilyn y drefn uchod

### **Staff llanw/dros-dro**

Rhoddir tudalen cofrestr galed i staff llanw gyda cyfarwyddyd iddynt lenwi cwblhau a dychwelyd erbyn (9.00am/1.30pm) i'r swyddog SIMS.

### **Prydlondeb**

Bydd yr ysgol hon yn sicrhau fod atebolrwydd ar gyfer diffyg prydlondeb

- Cedwir cofnod ac fe hysbysir rhieni yn ddyddiol
- Rhoddir sylw pellach i achosion rheolaidd gan gynnwys gosod sancsiynau

### **Cofrestru (bore)**

- Hwyr cyntaf – rhybudd yn unig
- Ail hwyr o fewn wythnos – detention amser cinio
- Os fydd disgybl yn bresennol llechen lân yr wythnos nesaf
- Os na fydd disgybl yn bresennol – sancsiwn pellach
- Disgyblion sy'n wastad yn hwyr – rhieni yn cael eu gwahodd i gyfarfod yn yr ysgol a'r disgybl i gael ei fonitro'n fanwl

<b>DIM MARCIAU COLL I FOD YN Y GOFRESTR O GWBL – MAE DISGYBLION UN AI'N BRESENNOL NEU'N ABSENNOL!</b>
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### **Cofrestr Gwers (Athro Pwnc)**

- 'LOG ON' cofrestru o fewn 15 munud cyntaf a CADW  
**Dim 'Marciau Coll' PRESENNOL (/) neu ABSENNOL (N)**
- Os nad oes modd 'LOG ON' cadw copi caled a chofrestru fel uchod ar y cyfle cyntaf. Rhannu unrhyw broblem yn syth i'r Swyddog SIMS.

### **Athro Llanw (1 diwrnod)**

- Bydd copi caled tudalen cofrestr yn cael ei gyflwyno a bydd disgwyl ei gwblhau a'i ddychwelyd i'r swyddog SIMS.  
**Dim 'Marciau Coll' PRESENNOL (/) neu ABSENNOL (N)**

### **Cofrestr Presenoldeb yn yr Ysgol**

Dylai pob aelod staff sy'n rhan o'r broses gofrestru fod yn ymwybodol bod y gyfraith yn benodol ynglŷn â threfniadau cadw cofrestr. Mae marcio a chadw'r gofrestr yn bwysig dros ben.

**Ystyr absenoldeb heb ei awdurdodi** yw absenoldeb heb ei gymeradwyo gan un o gynrychiolwyr awdurdodedig yr ysgol, ac mae'n cynnwys pob absenoldeb heb esboniad. Bydd yna adegau pan fydd yr ysgol yn awdurdodi absenoldeb disgybl, ac felly ystyrir nad oes unrhyw drosedd wedi'i chyflawni. Felly, mae penderfyniad yr ysgol i awdurdodi neu wrthod awdurdodi absenoldeb yn ffactor hollbwysig wrth i'r awdurdod lleol benderfynu a yw am erlyn rhieni gan fod erlyniad yn bosibl ar gyfer absenoldebau anawdurdodedig yn unig.

Mae'n bwysig bod ysgolion yn ofalus wrth awdurdodi absenoldeb. Os yw'r ysgol yn amau'r esboniad a roddir gan rieni, dylid ymchwilio ymhellach i'r absenoldeb a gwrthod ei awdurdodi hyd nes i'r mater gael ei ddatrys yn foddhaol yn nhŷ yr ysgol.

Mae penderfyniad yr ysgol i awdurdodi absenoldeb ai peidio yn ffactor hollbwysig wrth bennu i ba raddau y bydd y Gwasanaeth Lles yn cymryd rhan. Os yw'r ysgol wedi awdurdodi absenoldeb disgybl, yn ôl y gyfraith ni fydd gan y rhieni achos i'w ateb.

### **3. Strategaethau a ddefnyddir gan yr ysgol i wella presenoldeb a phrydlondeb**

Mae'n rhaid i rieni a disgyblion yr ysgol hon dderbyn fod presenoldeb yn flaenoriaeth uchel a bod atebolrwydd yn ddisgwyliedig ar gyfer unrhyw absenoldeb.

Mae rôl y pennaeth blwyddyn yn allweddol yn ystod y cyfnodau cofrestru, gan fod eu hagwedd yn cael effaith ar gynnal a gwella presenoldeb.

#### **Mae'n holl bwysig fod y rheswm am absenoldeb yn cael ei ddarganfod yn fuan**

- Anogir disgyblion i ddweud wrth eu rhieni i gysylltu hefo'r ysgol trwy lythyr, neges ffôn neu neges destun.
- Hysbysir disgyblion a'u rhieni fod apwyntiadau meddygol neu ddeintyddol i'w gwneud y tu allan i oriau ysgol ac ddim yn reswm i golli sesiwn ysgol
- Derbynnir negeseuon i'r ysgol yn gyswllt priodol i hysbysu pan fo absenoldeb
- Y cod cywir i'w nodi mor fuan a phosib – dim hwyrach na phythefnos i'w ganiatáu am gyswllt rhiant

#### **Gofynion Statudol yr Ysgol**

Mae Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 yn ei gwneud yn ofynnol i ysgolion gofrestru presenoldeb disgyblion ddwywaith y dydd; ar ddechrau'r sesiwn fore ac unwaith yn ystod y sesiwn prynhawn. Hwyrach y gofynnir i'r ysgol gyflwyno'r gofrestr mewn llys fel tystiolaeth mewn achos am absenoldeb. Mae hefyd yn cyfrannu gwybodaeth at adroddiadau diwedd tymor, cofnodion cyrhaeddiad a geiradon disgyblion sy'n gadael. Mae system gofrestru gywir a chyson yn hanfodol er mwyn mynd i'r afael â phresenoldeb a phrydlondeb gwael mewn ysgol. Mae'n holl bwysig bod disgyblion yn ymwybodol bod cofrestru'n rhan bwysig o'r diwrnod ysgol.

#### **4. Monitro, gwerthuso a datblygu**

Mae gan y tiwtoriaid gyfrifoldeb gwirio fod cofnodion presenoldeb yn gywir ac yn gyfredol. Rhan o gyfrifoldeb y pennaeth blwyddyn yw sicrhau fod tiwtoriaid yn cyflawni eu dyletswyddau cofrestru presenoldeb.

##### **Gweithdrefnau**

- Swyddog SIMS i wirio fod cofrestru wedi eu llenwi (dim marciau coll) ar amser.
- Adolygir data'n ddyddiol
- Bydd pob cofrestr yn cael ei archwilio i ganfod unrhyw driwantiaeth
- Darlun wythnosol yn cael ei argraffu bob Dydd Gwener a'i gylchredeg i Penaethiaid Blwyddyn ac yn cael ei drafod yn y cyfarfod Bugeiliol.
- Trafod gyda tiwtor unigol y disgyblion sy'n achosi pryder a chysylltu hefo'r cartref os fydd angen. Gellir cofnodi hyn yn SIMS a bydd y log ar gael i'r swyddog lles os fydd angen cyswllt pellach.
- Cyfarfod Swyddog Lles gyda'r Pennaeth Cynorthwyol Bugeiliol yn wythnosol.
- Caiff presenoldeb sylw yn y gwasanaethau blwyddyn/ysgol. Dosbarthiadau gorau i'w canmol a chanlyniadau i'w dathlu ar hysbysfyrdau yr ysgol ac yn ystod y tiwtorial boreol.

##### **Strategaeth Codi presenoldeb**

1. Mae'r tiwtoriaid yn adnabod disgyblion hwyr neu sy'n absennol yn gyson ac yn eu cyfeirio at sylw'r Pennaeth Blwyddyn.
2. Mae'r Pennaeth Blwyddyn yn cyfweld unigolion neu yn eu cyfeirio at sylw'r Pennaeth Cynorthwyol Bugeiliol yn ystod y cyfarfod bugeiliol cynhelir ar fore dydd Mawrth.
3. Mae'r Pennaeth Cynorthwyol (Bugeiliol) yn cyfarfod gyda'r Swyddog Lles yn wythnosol (lle bo'r modd) ac yn trafod disgyblion dan 90% presenoldeb.

Bydd rhai o'r strategaethau a weithredir ganddynt yn cynnwys:

- Cysylltu hefo'r cartref i gyfarfod rhieni

- Cyfeirio pan fo angen gydag asiantaethau allanol
- Cyflwyno Cynllun Cefnogi Presenoldeb ar gyfer disgybl unigol
- Ystyried unrhyw gamau gwahanol addysg/hyfforddiant fyddai'n addas i gwrdd ag anghenion disgybl yn well

### **Rôl Y Gwasanaeth Lles Addysg**

Prif rôl y swyddog lles yw cyfrannu at ymdrech yr awdurdod lleol a'r ysgol i sicrhau effeithiolrwydd ysgolion. Mae gofyn i'r swyddog weithio mewn partneriaeth â'r ysgol, disgyblion, rhieni i sicrhau hawl i addysg a phresenoldeb rheolaidd. O dro i dro bydd gofyn i'r swyddog gysylltu â rhwydwaith o asiantaethau sy'n darparu addysg, iechyd a gwasanaethau cymdeithasol ar gyfer unigolion ag anghenion penodol.

- Nodi sut y bydd yr ysgol yn gwerthuso effeithiolrwydd y polisi
- Atgoffa ysgol o safbwynt amserlen adolygu'r polisi
- Ymgynghori ag asiantaethau allanol
- Nodi unrhyw angen am adnoddau ychwanegol

## **5. Gwylliau teulu yn ystod y tymor ysgol**

- 5.1 Rhydd Rheoliad 8 o'r Rheoliadau Addysg (Cofrestru Disgyblion) ddisgresiwn i Gyrrff Llywodraethol ganiatáu absenoldeb i bwrpas gwylliau teulu yn ystod y tymor ysgol.
- 5.2 **Nid oes gan rieni hawl i dynnu eu plant o'r ysgol i'r pwrpas hwn a rhaid iddynt ofyn am ganiatâd yn unol â'r trefniadau a fabwysiadwyd gan Gorff Llywodraethol yr ysgol hon.**
- 5.3 Dim ond o dan amgylchiadau eithriadol y gellir caniatáu absenoldeb am gyfnod o gyfanswm o hyd at 10 diwrnod mewn blwyddyn.
- 5.4 Dylid rhoi ystyriaeth unigol i bob cais oddi mewn i'r meini prawf canlynol:
  - Yr amser o'r flwyddyn.
  - Hyd y gwylliau.
  - Pwrpas y gwylliau.
  - Effaith ar ddilyniant addysgol.
  - Amodau'r teulu.
  - Presenoldeb cyffredinol y disgybl.

**Oni bai bo'r rhieni'n cydymffurfio a threfniadau'r Corff Llywodraethol bydd yr absenoldeb yn un awdurdodedig.**

## **6. Cosbau**

### **6.1 Hysbysiadau Cosb Sefydlog**

Mae'r ddeddf yn rhoi grym i swyddogion dynodedig Cyngor Gwynedd, Penaethiaid, yn cynnwys eu dirprwyon enwebedig a'r Heddlu i roi Hysbysiad Cosb Penodedig i rieni plant sy'n absennol o'r ysgol a hynny heb ei awdurdodi.

Bydd yr ysgol hon yn ystyried defnyddio'r gosb hon yn unig mewn achosion ar gyfer gwella lefelau absenoldebau heb eu hawdurdodi, cyn iddynt ymsefydlu a dod yn absenoldebau parhaus, tra'n lleihau'r angen am erlyniadau hirfaith a chostus. Byddwn yn ystyried gweithredu yr amodau uchod ar gyfer un neu ragor o'r achosion a ganlyn:

- Y caiff o leiaf 10 sesiwn (5 diwrnod ysgol) eu colli oherwydd absenoldeb heb ei awdurdodi yn ystod y tymor. Nid oes raid iddynt fod yn olynol.
- Absenoldebau heb eu hawdurdodi o leiaf 10 sesiwn (5diwrnod ysgol) oherwydd gwylliau yn ystod y tymor neu oedi o ran dychwelyd o wyliau estynedig.
- Yn gyson yn hwyr yn cyrraedd yr ysgol, h.y. ar ôl cau'r gofrestr yn y tymor presennol. Mae "cyson" yn gyfystyr â bod yn hwyr yn cyrraedd o leiaf 10 gwaith.

- Chwarae triwant
- Bod plentyn wedi'i wahardd mewn man cyhoeddus ar unrhyw adeg yn ystod oriau ysgol yn ystod pum diwrnod cyntaf y gwaharddiad. "Plentyn wedi'i wahardd" yw un sydd wedi ei wahardd o'r ysgol am gyfnod penodol o dan Ddeddf Addysg ac Arolwg 2006.

## 6.2Y Broses Erllyn

Mae'r Awdurdod Addysg yn cydnabod ei gyfrifoldeb mewn achos o absenoldebau difrifol a phan fo pob ymdrech arall rhesymol wedi methu, i erlyn rhieni trwy'r Llysoedd Ynadon dan Adran 444 o Ddeddf Addysg 1996 ac yn gweithredu fel a ganlyn:

Ystyrir erlyn pan fo presenoldeb disgybl wedi syrthio islaw 70% dros gyfnod o ddau dymor. O dan rai amgylchiadau, ni ystyrir fod erlyn yn briodol sef:

- Iechyd meddwl y rhieni.
- Y byddai erlyn yn dwysau sefyllfa anodd y mae asiantaethau eraill megis y Gwasanaethau Cymdeithasol ynglŷn â hi.
- Pan fo salwch wedi ei ardystio gan feddyg.
- Amgylchiadau penodol rhieni.

***Ni ellir erlyn y rhiant pan fo'r ysgol wedi awdurdodi absenoldeb yn wreiddiol.***

Cyn erlyn, rhaid dilyn y camau canlynol:

- Gweithredu ystod eang o strategaethau ataliol ar lefel ysgol a thrwy'r Gwasanaeth Lles Addysg.
- Cynnal Cyfarfod Strategaeth.
- Asesu cyfrifoldeb y rhieni am yr absenoldeb.
- Rhoi rhybudd terfynol i'r rhieni.
- Ystyried priodoldeb gwneud cais i Lys Ynadon am Orchymyn Goruchwyliaeth Addysg.

Gwneir y penderfyniad i erlyn ai peidio gan y Pennaeth Addysg mewn ymgynghoriad â Chyfreithiwr y Sir.

Yn arferol, aelod o'r Gwasanaeth Lles fydd yn mynychu'r Llys ar ran yr Awdurdod Addysg ac yn cyflwyno'r achos er o dan rai amgylchiadau cynrychiolir yr Awdurdod gan aelod o Adran Gyfreithiol y Sir.

## 6.3 Gweithdrefnau ar gyfer Absenoldebau

Rhaid i ddisgyblion a rhieni yr ysgol hon ddeall fod presenoldeb yn flaenoriaeth uchel. Rhaid iddynt hefyd ddeall y bydd unrhyw absenoldeb yn cael sylw llawn a chyson gydag atebolrwydd yn ddisgwyliedig.

Mae'r ysgol hon yn monitro data presenoldeb yn rheolaidd ac yn gweithredu trwy gyfeirio achosion disgyblion unigol i sylw Pennaethiaid Blwyddyn a'r Pennaeth Cynorthwyol (Bugeiliol) pan fo pryder neu ddiffyg gwybodaeth am absenoldebau.

***Cyfrifoldeb yr ysgol, a'r ysgol yn unig, yw awdurdodi a chategoreiddio absenoldebau. Os rhoddwyd cymeradwyaeth ymlaen llaw neu os derbyniwyd esboniad boddhaol gan y rhiant, diffinnir yr absenoldeb yn un awdurdodedig. Fel arall, absenoldeb anawdurdodedig ydyw.***

# POLICY ON ATTENDANCE AND PUNCTUALITY



## Introduction

This policy is based on All Wales Attendance Framework guidelines, issued by the Welsh Assembly Government for children and young people United Nations Convention on the Rights of the Child (UNCRC). We believe that it is crucial that children and young people have access to appropriate and effective learning provision and opportunities. Any obstacles to learning should be identified at an early stage and eliminated, so as to enable children and young people to engage in the educational provision that they require so as to achieve their full potential.

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## 1. Objectives

1. **Maintain and improve upon percentage attendance of all school pupils.**
2. **Ensure that everybody associated with this school prioritises attendance and punctuality, including pupils, parents, teachers and governors.**
3. **Develop a strategy that clearly defines responsibilities and promotes consistent implementation.**
4. **Provide parents and pupils with advice, support and guidance.**
5. **Develop effective data gathering and analysis methods on attendance related matters.**
6. **Further develop our positive and regular contact in home and school links.**
7. **Implement an awards and sanctions procedure.**
8. **Promote effective partnerships with the Education Welfare Service and other services and agencies.**
9. **Recognize individual pupils' requirements when planning re-integration following substantial periods of absence.**

## 2. Rights, Responsibilities and Expectations of Pupils Registration

The school registration system is based on Education Regulation guidelines (Pupil Registration) 1995 and on Appendix 4. to “Registration Codes and practices” Newsletter 47/2006 – Pupil Inclusion and Support.

“SIMS net” computer attendance record systems are used at this school and by now in each of the County’s schools.

### Registration Arrangements (class teacher/head of year)

1. Morning registration – ‘LOG ON’ immediately to the HISTORY page (*this will provide a profile of recent attendance record*) and place a code in the register.
2. It is imperative that each pupil be given a mark against his/her name when the register is closed.
  - 2.1 The school should specify the time when registers were closed (9.30am/1.30pm)
3. Marking should be done using the appropriate codes or ‘N’ (blank marks are not permitted)
4. Head teachers can up-date data on receiving information
5. Pupils who arrive late (closed registers) should come to the reception area/or approach the class teacher to collect a token for late arrival. A SIMS officer/secretary/class teacher can provide an up-date. Data can be checked and stored during the next registration.

### Supervisory Staff

Interim supervisory staff can use ‘LOG ON’ and follow the above procedure.

### Supply cover/temporary Staff

Supply staff receive a hard copy register page with instructions to fill, complete and return by (9:30 am/ 1:30pm) to the SIMS officer.

### Punctuality

This school will ensure that there is accountability for late attendance.

- A record is kept and parents notified daily.
- Regular instances will receive further attention, including sanctions being imposed.

### Registration (morning)

- First instance of late arrival – warning only
- Late for a second time within a week – sanction of losing morning/dinner break/ after school detention)
- If a pupil attends, a clean slate next week
- If a pupil is absent – further sanction imposed
- Persistently late pupils – parents are invited to attend a meeting at the school followed by close pupil monitoring

<b>THE REGISTER SHOULD NOT CONTAIN ANY BLANK MARKS – PUPILS ARE EITHER PRESENT OR ABSENT!</b>
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### Classroom Registration

- ‘LOG ON’ register within first 15 minutes and **RETAIN No ‘Blank Marks’ PRESENT (/) or ABSENT (N)**
- If it is not possible to ‘LOG ON’, retain a hard copy and register as above at the first available opportunity. Immediately share any problem with the SIMS Officer.

### **Supply Teacher (1 day)**

- A hard copy of the register page will be presented and should be completed and returned to the SIMS officer.

**No 'Blank Marks' PRESENT (/) or ABSENT (N)**

### **School Attendance Register**

Every staff member who is involved in the registration process should be aware that the law sets out specific guidelines regarding registration arrangements. It is of paramount importance that the register is marked and kept.

**Unauthorized absence** implies unapproved absence by one of the school's authorized representatives, and includes all unexplained absences. Occasionally, the school will authorize a pupil's absence, and no offence will be deemed to have been perpetrated. The school's decision to authorize or reject authorization of absence is therefore a crucial factor as the LEA decides whether it is to prosecute parents as prosecutions can only be brought for unauthorized absences.

It is important that schools are circumspect when authorizing absence. If the school harbours suspicions about parents' explanation, the absence should be further investigated and should not be authorized until the school deems that a satisfactory solution has been found. The school's decision whether or not to authorize absence, is a crucial factor when deciding the Welfare and Attendance Service's involvement. If the school has authorized a pupil's absence, under the law, the parents will not have a case to answer.

### **3. School attendance and punctuality improvement strategies**

It is imperative that the parents and pupils at this school give high priority to attendance and that there should be accountability for any absence.

The class teacher has a key role during the registration periods, as their attitude impacts the maintenance and improvement of attendance.

#### **It is of paramount importance that the reason for the absence is soon established**

- Wherever possible, pupils are urged to inform their parents to contact the school by letter, telephone message or text message.
- Pupils and their parents are notified that medical or dental appointments should be made outside school hours and is not a valid reason for missing a school session.
- Messages to the school are accepted as appropriate contact for notification when absences occur
- The correct code should be noted as soon as possible – no later than a fortnight to allow time for a parent to contact

### **School Statutory Requirements**

Education Regulations (Pupils Registration) (Wales) 2010, require schools to register pupils attendance twice a day; at the start of the morning session and once during the afternoon session. The school may be requested to present the register in court as evidence in a case of absence. It can also provide information to end of term reports, records of achievement and (testimonials for pupils who are leaving secondary school). An accurate and consistent registration system is crucial in order to address attendance and poor punctuality issues at a school. It is crucial that pupils are aware that registration forms an important aspect of the school day.



#### **4. Monitoring, appraisal and development**

The class teachers are responsible for checking that attendance records are correct and up-dated. Part of the head teacher/deputy's responsibility is to ensure that classroom teachers discharge their registering attendance responsibilities.

##### **Procedures**

- SIMS Officer to ensure that registers are completed (no blank marks) on time.
- Data is annually reviewed.
- Inspections of all registers are held to find out whether there is any truancy.
- A weekly profile is printed every Friday and disseminated to Heads of Year and discussed in the Pastoral meeting.
- Discuss with the pupils' individual class tutor those pupils who give cause for concern and contact the home if required. This can be recorded in SIMS and the log will be available to the welfare and attendance officer if further contact is required.
- Weekly meeting between the Assistant Head (Pastoral) and the welfare officer
- Attendance is focussed upon at the morning assembly. Best Classes to be commended and results to be celebrated on the school's noticeboards and morning tutorials.

##### **Strategies for raising attendance.**

1. Tutor recognises pupils that are often late or absence and refer the matter to the Head of Year.
2. The Head of Year will interview the individuals or refer the matter to the Assistant Head (Pastoral) in the Tuesday morning meeting.
3. The Head of Year (Pastoral) meets with the School Welfare Officer if possible on a weekly basis to discuss pupils that have an attendance below 90%.

Some of their strategies will involve:

- Contacting the home to meet parents
- Meeting outside agencies when required
- Presenting an Attendance Support Plan for an individual pupil.
- Consider any different education/training steps that would appropriate to better meet a pupil's requirements.

##### **Role of the Education Welfare and Attendance Service Officers**

The principal role of the welfare and attendance officer is to contribute towards the LEA and the school's efforts to ensure schools effectiveness. The officer needs to work in partnership with the school, pupils, parents to ensure the right to education and regular attendance. From time to time, the officer will need to contact a network of agencies that provide individuals with specific requirements regarding education, health and social services.

- Note how the school evaluates the policy's effectiveness
- Remind a school of policy review time-table
- Consult with outside agencies
- Identify any need for additional resources

#### **5. Family holidays taken during school term**

- 5.1 Regulation 8 of the Education Regulations (Pupils Registration) gives Governing Bodies discretion to authorize absence to take family holidays during school term.
- 5.2 **Parents are not entitled to withdraw their children from school for this purpose and must seek permission in line with the arrangements adopted by this school's Governing Body.**

- 5.3 Absence for up to a total of 10 days in a school year can only be authorized under exceptional circumstances.
- 5.4 Each case should be treated on its merits based on the following criteria:
- The time of year
  - Length of holidays.
  - Purpose of the holidays.
  - Impact on educational progression.
  - Family's circumstances.
  - The pupil's overall attendance.

**Unless the parents comply with the Governing Body's arrangements, this will be categorized as unauthorized absence.**

## **6. Sanctions**

### **6.1 Fixed Penalty Notices**

The act empowers Gwynedd Council designated officers, Head teachers, including their nominated deputies and the Police to issue a Fixed Penalty Notice to parents of pupils absent from school and without authorization.

This school will only consider using this sanction in instances where efforts are made to improve levels of unauthorized absences, before they become an established pattern and become persistent absences, whilst reducing the requirement for lengthy and costly prosecutions. Such a course of action will be considered for one or more of the following instances:

- That at least 10 sessions (5 school days) are lost due to unauthorized absence during the term. They need not be consecutive.
- At least 10 sessions of unauthorized absences. (5 school days) due to holidays taken during the term or delay in returning from extended holidays.
- Persistently late arrival at the school, i.e. following register closure in the current session. "Persistent" implies late arrival on at least 10 occasions.
- Truancy.
- That a child has been banned from being in a public place at any time during school hours during the first five days of the exclusion. "An excluded child" is a child who has been excluded from the school for a prescribed period under the 2006 Education and Inspections Act.

### **6.2 The Prosecution Process**

The LEA is aware of its responsibility in an instance of serious absences and when all other reasonable efforts have failed, to prosecute parents through the Magistrates Courts under Section 444 of the 1996 Education Act and take the following action:

Prosecution is considered when a pupil's attendance has fallen below 70% over a two term period. Prosecution is not deemed appropriate under certain circumstances namely:

- The parents' mental health.
- That prosecution would worsen a difficult situation with which other agencies such as Social Services are involved.
- When an illness has been certified by a medical practitioner.
- Parents particular circumstances.

***The parent cannot be prosecuted when the school has originally authorized absence.***

Before prosecuting, the following measures must be followed:

- Implement a broad range of preventative strategies at a school level and via the

Education Welfare and Attendance Service.

- Hold a Strategy Meeting.
- Assess the parents' responsibility for the absence.
- Issue the parents with a final warning.
- Consider the suitability of applying to the Magistrates Court for an Education Supervision Order.

The Head of Education will decide whether or not to prosecute in consultation with the County's Solicitor. As a rule, the Welfare and Attendance Officer will attend the Court on behalf of the LEA and present the case, although a member of the County's Legal Department will represent the LEA under certain circumstances.

### **6.3 Absence Procedures**

It is imperative that pupils and parents at this school understand that high priority is given to attendance. They must also understand that undivided and constant monitoring will be given to any absence and accountability will be expected.

Attendance data is regularly monitored at this school and is implemented through referring individual pupils' cases for the attention of the School Attendance Team when absences give cause for concern or there is a lack of information.

***It is the school's responsibility, and solely that of the school, to authorize and categorize absences. If prior approval has been given or if the parent has provided a satisfactory explanation, the absence is defined as authorized. Otherwise, it is deemed to be unauthorized absence.***