



YSGOL GYMRAEG PONTARDAWE

POLISI PRESENOLDEB A PHRYDLONDEB DISGYBLION

Llofnodwyd gan Gadeirydd y
Llywodraethwyr

A handwritten signature in black ink, appearing to read 'Ray Hamman'.

Dyddiad cymeradwyo:
(gan y corff llywodraethu llawn)

15/10/18

Dyddiad adolygu:

Medi 2019



*Datblygu pob dawn
Ar daith drwy'r iaith*

AELOD STAFF DYNODEDIG Â CHYFRIFOLDEB AM FONITRO PRESENOLDEB

ENW: Mr CW Emanuel

RHIF CYSWLLT: (01792) 862136

DIRPRWY AELOD STAFF Â CHYFRIFOLDEB AM FONITRO PRESENOLDEB YN YR YSGOL

ENW: Mrs Elin Wakeham

RHIF CYSWLLT: (01792) 862136

SWYDDOG CYSWLLT TEULU

ENW: Mrs Natalie Fairburn

RHIF CYSWLLT: (01792) 862136

AELOD O'R CORFF LLYWODRAETHU A ENWEBWYD I FOD YN GYFRIFOL AM FONITRO PRESENOLDEB

ENW: Mr Ray Hanson

Cysylltau yn yr Awdurdod Lleol

Y swyddog a enwir yn ALI Nedd a Phort Talbot yw Mr John Burge

RHIF FFÔN CYSWLLT: (01639) 763620

E-bost: ews@npt.gov.uk

RHESYMEG

- Mae polisi presenoldeb yr ysgol yn seiliedig ar y canllawiau a bennwyd gan Gonsortiw ERW.
- Er mai rhieni sydd â chyfrifoldeb cyfreithiol am bresenoldeb rheolaidd yn yr ysgol, mae cyfrifoldeb am annog presenoldeb da a gwella presenoldeb gwael wedi'i rannu rhwng yr ysgol, yr awdurdod lleol (ALI) a'r rhieni.
- Yn ôl y gyfraith, mae'n ofynnol i'r ysgol gynnal cofnodion penodol a chyflwyno gwybodaeth benodol am bresenoldeb disgyblion.
- Ar wahân i'r rhwymedigaeth statudol, mae'r ysgol yn ymrwymedig i wella safonau presenoldeb fel ysgogiad uniongyrchol i wella cyflawniad disgyblion.
- Mae presenoldeb gwael yn niweidiol i gyflawniad addysgol, yn tanseilio lles pob disgybl ac yn digalonni staff.
- Mae dyletswydd statudol ar yr ALI i sicrhau bod plentyn y mae'n gyfrifol amdano'n derbyn addysg briodol ac, os yw'r plentyn wedi'i gofrestru mewn ysgol, mae hyn yn golygu mynychu'r ysgol yn rheolaidd ac yn brydlon.

AMCANION

- Hyrwyddo presenoldeb da oherwydd ei fod yn hollbwysig i gyflawniad addysgol.
- Cyfleu'r negeseuon canlynol yn glir i rieni a disgyblion:
 - mae presenoldeb rheolaidd yn hanfodol;
 - nid yw absenoldeb heb ei awdurdodi na chyrraedd yn hwyr yn rheolaidd yn dderbyniol;
 - yng nghyd-destun y gyfraith, y pennaeth yn unig gaiff gymeradwyo absenoldeb;
 - ymchwilir i absenoldeb heb reswm dilys sydd â chaniatâd rhieni, a chaiff ei gofnodi fel absenoldeb anawdurdodedig.
- Cadw cofnodion o bresenoldeb sy'n:
 - gwahaniaethu'n glir rhwng absenoldeb disgyblion sydd wedi'i awdurdodi a heb ei awdurdodi;
 - darparu gwybodaeth gywir am bresenoldeb gwirioneddol er mwyn gallu monitro a gwerthuso cyfraddau presenoldeb ysgol drwy ystadegau a gedwir yn ganolog.
- Adeiladu ar arfer da presennol sy'n meithrin agwedd gadarnhaol at bresenoldeb da drwy:
 - ymateb yn gyflym i absenoldeb disgyblion;
 - cydnabod disgyblion sy'n cynnal cofnodion presenoldeb 'ardderchog' 'da' ac 'yn gwella'.
- Bod yn sensitif i sefyllfaoedd lle mae ffactorau allanol, megis profedigaeth yn y teulu, yn tarfu ar batrymau presenoldeb rheolaidd.

CYFRIFOLDEBAU STATUDOL

Pennir y fframwaith cyfreithiol sy'n llywodraethu presenoldeb gan y Deddfau Addysg a'u rheoliadau cysylltiedig (sy'n ymwneud ag ysgolion ac unedau cyfeirio disgyblion).

Mae Adran 7 Deddf Addysg 1996 yn nodi fel a ganlyn: "...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..."

Yn ogystal â hyn, mae Adran 444 yn nodi: "...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..."

Mae oedran ysgol gorfodol yn golygu bod rhaid i blant a phobl ifanc fynd i'r ysgol o ddechrau'r tymor cyntaf ar ôl eu pumed pen-blwydd ac mae oedran ysgol gorfodol yn para tan ar ôl y pumed dydd Gwener ym mis Mehefin yn ystod y flwyddyn ysgol pan fyddant yn cael eu pen-blwydd yn 16 oed.

Ni fydd trosedd wedi'i chyflawni os gellir dangos fel a ganlyn:

- roedd y disgybl yn absennol o'r ysgol â chaniatâd (absenoldeb awdurdodedig);
- roedd y disgybl yn sâl neu nid oedd yn gallu bod yn bresennol oherwydd rheswm nad oedd modd ei osgoi;
- roedd yn absennol ar ddiwrnod sy'n cael ei neilltuo ar gyfer ymlyniad crefyddol gan y corff crefyddol y mae'r disgybl/rhiant yn perthyn iddo;
- nid yw'r ysgol o fewn y pellter cerdded penodedig o gartref y plentyn ac nid yw'r ALI wedi rhoi trefniadau cludiant addas ar waith. Mae'r gyfraith yn diffinio pellter cerdded o ddwy filltir ar gyfer disgyblion dan wyth oed a thair milltir ar gyfer yr holl ddisgyblion eraill; caiff pellter ei fesur yn ôl y llwybr cerdded agosaf sydd ar gael;

Caiff absenoldeb o ganolfannau ei awdurdodi am y rhesymau canlynol:

- salwch;
- apwyntiadau meddygol neu ddeintyddol na ellir eu newid;
- diwrnodau ymlyniad crefyddol;
- amgylchiadau teulu eithriadol.

Ni chaiff absenoldeb o'r ysgol ei awdurdodi oherwydd:

- siopa;

- torri gwallt;
- colli'r bws;
- cysgu'n hwyr;
- diffyg gwisg ysgol;
- gofalu am frodyr, chwiorydd neu rieni sy'n sâl;
- gofalu am y tŷ;
- penblwyddi;
- gwyliau/gwibdeithiau yn ystod y tymor.

Gofynnir i rieni drefnu pob apwyntiad meddygol a deintyddol y tu allan i oriau ysgol lle bynnag y bo modd.

Yn achos absenoldeb anawdurdodedig disgybl unigol, sy'n achosi i bresenoldeb y disgybl fod yn is na 90% mewn unrhyw dymor sengl, neu absenoldeb anawdurdodedig oherwydd gwyliau teulu yn ystod y tymor, mae'r Rheoliadau Addysg (Hysbysiad Cosb) (Cymru) yn rhoi'r hawl i'r ysgol ofyn i'r awdurdod lleol (Gwasanaeth Lles Addysg) ystyried cyflwyno Hysbysiad Cosb i riant (rhieni)/gofalwr o ddydd i ddydd y disgybl dan sylw. Pan wneir y cais hwn, bydd yn cydymffurfio ag amodau a bennir yn Nghôd Ymddygiad ERW.

O dan Reoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 mae'n ofynnol i ysgolion gofnodi mewn cofrestr 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 a allai fod yn angenrheidiol. Sylwer bod peidio â chynnal cofrestri cywir yn drosedd.

ARFER A GWEITHDREFNAU

Dilynir systemau a gweithdrefnau clir wrth ymateb i holl absenoldebau disgyblion. Bydd yr ysgol yn dilyn siart llif y 'Gweithdrefnau Absenoldeb' y cytunwyd arnynt gan Gonsortiwim ERW.

Mae'r ysgol yn cadw at y disgrifiadau a dderbynnir gan ERW.

Presenoldeb 95-100%	Cyfle gorau o lwyddiant	Mae'ch plentyn yn cymryd mantais lawn o bob cyfle dysgu.
Presenoldeb 90-95%	Wedi colli o leiaf 2 wythnos o ddysgu	Bodddhaol. Efallai y bydd rhaid i'ch plentyn dreulio amser yn dal i fyny â gwaith.
Presenoldeb 85-90%	Wedi colli o leiaf 4 wythnos o ddysgu	Gallai'ch plentyn fod mewn perygl o dangyflawni ac mae angen cefnogaeth ychwanegol oddi wrthy ch i ddal i fyny â gwaith.
Presenoldeb 80-85%	Wedi colli o leiaf 5½ wythnos o ddysgu	Mae presenoldeb gwael eich plentyn yn cael effaith arwyddocaol ar ddysgu.
Presenoldeb islaw 80%	Wedi colli o leiaf 7½ wythnos o ddysgu.	Mae'ch plentyn yn colli addysg eang a chytbwys. Rydych mewn perygl o gael eich erlyn.

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

- greu amgylchedd gofalgwr a meithringar lle mae disgyblion yn teimlo'n ddiogel a'u bod yn cael eu gwerthfawrogi fel oedolion ifanc;
- sicrhau bod presenoldeb a phrydlondeb yn cael eu cydnabod gan y system wobrwyo ysgol gyfan
- gwobr wythnosol bob dydd Gwener gyda'r dosbarth buddugol yn cael 10 munud o chwarae ychwanegol gyda hyfforddwr Superstars brynhawn lau. Dosbarthiadau gorau yn derbyn clod am bresenoldeb rhagorol.
- Presenoldeb o 100% yn cael wobrwyo ar ddiwedd bob tymor ysgol.
- Ar ddiwedd blynyddoedd academiaidd disgyblion sydd a phresenoldeb o 100% yn derbyn 'Tystysgrifau Presenoldeb Arbennig'.

- meithrin perthnasoedd cadarnhaol â rhieni/gofalwyr ac asiantaethau allanol sy'n gweithio gyda'r teulu/disgybl;
- monitro a gwerthuso'r strategaethau ymyrryd yn gynnar sy'n cael eu mabwysiadu gan yr ysgol;
- defnyddio cynllun lythyr chodau lliw h.y. ar ddiwedd pob tymor, bydd y rhieni / gofalwyr pob plentyn yn derbyn llythyr chodau lliw sy'n dangos lefel eu presenoldeb.

Gwyrdd	uwch na 95%
Ambr	rhwng 92% a 94.9%
Coch	un is na 91.9%

- gweithio'n agos gyda chydweithwyr aml asiantaeth a'r Gwasanaeth Cynhwysiad Addysg i wella presenoldeb a phrydlondeb;
- monitro data a thueddiadau presenoldeb ac adrodd yr wybodaeth hon bob tymor i'r Corff Llywodraethu.

Camau gweithredu penodol

- Bydd yr ysgol yn egluro ei pholisi ar bresenoldeb yn glir i'r rhieni a'r disgyblion drwy
 - Prosbectws yr ysgol
 - Cytundeb Cartref Ysgol
 - Adroddiad Llywodraethwyr i Rieni
 - Gwefan / Blog
 - Cylchlythron
 - Llythron Penodol
 - Gwasanaethau Penodol
- Os nad yw rhiant/gofalwr disgybl sy'n absennol yn cysylltu â'r ysgol 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, caiff hyn ei gofnodi fel absenoldeb heb ei awdurdodi (N ddim rheswm wedi'i ddarparu eto dros absenoldeb).
- Cofnodir manylion yr absenoldeb, os cânt eu derbyn maes o law, a'u trafod gyda'r pennaeth. Yna, penderfynir ynghylch awdurdodi cyn gynted â phosib. Gall y pennaeth ofyn i'r Gwasanaeth Lles Addysg am gyngor ar hyn, ond yr ysgol sy'n gyfrifol am benderfynu a ddylid awdurdodi unrhyw absenoldeb ai peidio.
- Os yw'r disgybl wedi'i gofrestru fel plentyn mewn angen neu os yw ar y gofrestr amddiffyn plant ac mae'n absennol o'r ysgol heb reswm, dylai'r ysgol gysylltu â'r Gwasanaethau Cymdeithasol cyn gynted â phosib.
- Os na dderbynnir eglurhad am absenoldeb am dridiau olynol, dylid trefnu ymweld â'r cartref.
- Pan fydd disgybl yn dychwelyd i'r ysgol ar ôl absenoldeb ond nid oes eglurhad wedi'i gynnig, anfonir llythyr at y rhiant.

- Anfonir llythyr hefyd os yw disgybl yn cyrraedd yr ysgol yn hwyr yn fynych.
- Yn y pen draw, os nad yw'r ysgol yn gallu datrys problem ynghylch presenoldeb ac mae wedi dilyn y camau priodol, gellir cyfeirio'r achos at y Gwasanaeth Lles Addysg i ymchwilio ymhellach iddo.

Bydd yr ysgol hefyd yn:

- sicrhau bod yr holl staff yn ymwybodol o'r gweithdrefnau cofrestru, y rheoliadau cofrestru a'r gyfraith addysg ym maes presenoldeb ysgol;
- cwblhau cofrestru ysgol ar ddechrau sesiwn y bore a sesiwn y prynhawn - mae'r gofrestr ar agor am **15** munud ac mae'n cau am **9:00am**;
- tanlinellu i rieni a gofalwyr bwysigrwydd cysylltu â'r ysgol cyn gynted â phosib ar ddiwrnod cyntaf absenoldeb;
- hyrwyddo agweddau cadarnhaol ymhlith staff tuag at ddisgyblion sy'n dychwelyd ar ôl absenoldeb;
- ymgynghori â holl aelodau cymuned yr ysgol a'r Gwasanaeth Lles Addysg wrth lunio a chynnal polisi presenoldeb yr ysgol gyfan;
- sicrhau bod y Corff Llywodraethu yn gwerthuso presenoldeb yn rheolaidd;
- gweithio i sicrhau bod yr holl ddisgyblion yn cael eu cefnogi a'u gwerthfawrogi ac felly'n teimlo'n frwdfrydig dros fynychu'r ysgol.

Yr aelod staff dynodedig

Mae presenoldeb yn gyfrifoldeb yr holl staff. Fodd bynnag, mae aelod o'r staff wedi cael ei ddynodi i ymdrin â materion presenoldeb ac mae'r holl staff yn gallu trafod presenoldeb disgyblion unigol gyda'r person hwn. Mae'r aelod staff dynodedig ar gyfer presenoldeb yn:

- monitro cofrestru'r ysgol;
- cydgysylltu â staff addysgu, yn enwedig penaethiaid adrannol;
- cwrdd â swyddog yr AALI mewn cyfarfodydd rheolaidd a drefnwyd ymlaen llaw;
- cyfeirio at asiantaethau eraill os yw hynny'n briodol;
- cyfeirio at nyrs yr ysgol os oes amheuan am ddilysrwydd salwch;
- goruchwyllo'r defnydd o lythyrau safonol at rieni er mwyn ymdrin ag agweddau penodol ar bresenoldeb ac sy'n gofyn am ymateb gan y rhieni;
- trefnu i gyfarfod presenoldeb gael ei gynnal ar gyfer absenoldebau mynych heb eglurhad (bydd yr ysgol yn ystyried gwahodd y llywodraethwr a enwyd i ymdrin â chyfrifoldeb i gyfarfod o'r fath);
- sicrhau bod yr ysgol yn ymwybodol o rôl y Swyddog Lles Addysg ac yn ei deall.

CYFRIFOLDEBAU RHIENI

Mae rhieni'n gyfrifol yn ôl y gyfraith am sicrhau bod eu plant yn mynychu'r ysgol lle maent wedi'u cofrestru'n rheolaidd, yn brydlon, wedi'u gwisgo'n briodol, ac mewn cyflwr addas i ddysgu (mae rhieni'n gyfrifol hefyd am sicrhau bod eu plant yn aros yn yr ysgol ar ôl iddynt gofrestru).

Gall rhieni wneud llawer i gefnogi eu plant i fod yn bresennol yn rheolaidd ac yn brydlon. Dylai rhieni:

- a) ymddiddori ym mywyd a gwaith ysgol eu plentyn;
- b) mynd i nosweithiau rhieni a digwyddiadau eraill yn yr ysgol os yw hynny'n bosib;
- c) sicrhau bod eu plentyn yn cwblhau ei waith cartref ac yn mynd i'r gwely ar amser priodol;
- ch) bod yn ymwybodol o lythyrau mae eu plentyn yn dod adref â hwy;
- d) sicrhau bod eu plentyn yn cyrraedd yr ysgol yn brydlon bob dydd;
- dd) sicrhau nad yw eu plentyn yn colli'r ysgol oni bai am resymau dilys neu nad oes modd eu hosgoi megis salwch neu ddiwrnodau ymlyniad crefyddol;
- e) hysbysu'r ysgol cyn gynted â phosib bob amser – yn ddelfrydol, ar fore cyntaf unrhyw absenoldeb;
- f) cadarnhau hyn yn ysgrifenedig pan fydd y plentyn yn dychwelyd i'r ysgol;
- ff) peidio â threfnu gwyliau teulu yn ystod y tymor;
- g) siarad â'r ysgol os ydynt yn poeni bod eu plentyn yn anfodlon mynd i'r ysgol.

COFRESTRU

Cadw'r cofrestr

Dogfen gyfreithiol yw'r gofrestr ac mae'n rhaid ei chadw'n gywir. Gellir gofyn am y gofrestr mewn llys barn fel tystiolaeth mewn erlyniad am absenoldeb. Caiff ei defnyddio hefyd ar gyfer adroddiadau diwedd tymor, cofnodion o gyflawniad a cheisiadau am eirida a gwybodaeth gan ysgolion eraill, AALI ac asiantaethau allanol.

- Ni ddylai disgybl gael ei gofnodi'n bresennol oni bai ei fod yn yr ysgol mewn gwirionedd neu'n cymryd rhan mewn gweithgaredd addysgol cymeradwy.
- Ni ddylai fod bylchau yn y gofrestr.
- Pan fydd disgybl yn cyrraedd yn hwyr ond mae'r gofrestr ar agor o hyd, dylid cofnodi bod y disgybl yn hwyr ond yn bresennol am y sesiwn.
- Pan fydd disgybl yn colli amser cofrestru, dylai absenoldeb heb ei awdurdodi gael ei gofnodi oni bai bod llythyr meddygol/galwad ffôn gan riant yn cael ei dderbyn a bernir bod hyn 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 o'r gofrestr - ni ellir gwneud hyn heb gytundeb yr ALI.
- Yn ogystal â chofrestru disgyblion fesul grŵp dosbarth ddwywaith y dydd, cedwir cofrestr ym mhob gwrs drwy gydol y dydd. Mae'r rhain yn cael eu gwirio gan bennaeth y flwyddyn i nodi unrhyw driwantiaeth bosib ac unrhyw ddisgybl y nodir ei fod wedi colli gwrs.

Cyrraedd yn hwyr

Mae prydlondeb disgybl yn ofyniad cyfreithiol ac mae rhiant disgybl sy'n hwyr yn fynych yn euog o drosedd. Mae'r gyfraith yn ymdrin â chyrraedd yn hwyr yn fynych yn yr un modd â phresenoldeb afreolaidd a gellir erlyn rhieni os nad eir i'r afael â chyrraedd yn hwyr yn fynych.

Gwyliau

Mae gan benaethiaid bŵer dewisol i ganiatáu absenoldeb at ddiben gwyliau neu wibdeithiau teulu. Fodd bynnag, mae Consortiwm ERW'n cynghori'n gryf na ddylid awdurdodi unrhyw wyliau neu wibdeithiau yn ystod y tymor ac ni ddylai fod eithriadau i'r polisi hwn. Mae'r ysgol yn cyd-fynd â hyn ac ni chaiff gwyliau teulu yn ystod y tymor eu hawdurdodi.

Codau Cofrestru

/	Presennol (AM)
\	Presennol (PM)
B	Addysg oddi ar y safle
C	Amgylchiadau eraill a awdurdodir
D	Cofrestriad deuol, yn bresennol mewn ysgol neu UCD arall
E	Gwaharddwyd (heb ddarpariaeth amgen)
G	Gwyliau teulu (heb eu cytuno)
I	Salwch
J	Cyfweliad
L	Hwyr (cyn i'r cofrestri gau)
M	Apwyntiad meddygol/deintyddol
N	Dim rheswm wedi'i ddarparu eto dros absenoldeb
O	Absenoldeb heb ei awdurdodi (heb ei gynnwys mewn côd arall)
P	Gweithgaredd chwaraeon cymeradwy
R	Ymlyniad crefyddol
S	Absenoldeb astudio
T	Absenoldeb teithiwr
U	Hwyr (ar ôl i'r cofrestri gau)
V	Ymweliad neu wibdaith addysgol
W	Profiad gwaith
Y	Cau'n rhannol neu dan orfodaeth
X	Absenoldeb plentyn nad yw wedi cyrraedd oedran ysgol gorfodol
#	Ysgol ar gau i'r holl ddisgyblion
Z	Disgyblion nad ydynt ar y gofrestr eto

MONITRO A GWERTHUSO'R POLISI

Adolygir y polisi hwn yn flynyddol.



YSGOL GYMRAEG PONTARDAWE

PUPIL ATTENDANCE AND PUNCTUALITY POLICY

Signed
by chair of governors:

A handwritten signature in black ink, appearing to read 'Ray Hamman'.

Date approved:
(by full governing body)

15/10/18

Date of review:

September 2019



*Datblygu pob dawn
Ar daith drwy'r iaith*

This is the attendance policy and for Ysgol Gymraeg Pontardawe. It is based on guidelines set out in the ERW regional policy for maximising attendance and has been accepted by the school's Governing Body.

We believe that regular attendance is crucial if a child wants to maximise his/her time at the school. The school emphasises that regular attendance is essential to ensure the child's educational and social development. The majority of parents and carers are keen to ensure that their child gets every opportunity to develop to the full, and want their child to receive an education of the highest quality. Persistent absences mean that there is no continuity in the learning process and therefore leads to underachievement. You cannot make up for the time that has been lost in the classroom; learning experience and the social experience - this can lead to problems establishing relationships with peers or staff within the school. Often, a child who is absent or late regularly will feel uncomfortable at school. A child does not enjoy the experience of reaching school late and having to walking into the class or hall after everyone else.

DESIGNATED STAFF MEMBER WITH RESPONSIBILITY FOR MONITORING ATTENDANCE

NAME: **Mr CW Emanuel**

CONTACT NUMBER: **(01792) 862136**

DEPUTY STAFF MEMBER WITH RESPONSIBILITY FOR MONITORING ATTENDANCE AT THE SCHOOL

NAME: **Mrs Elin Wakeham**

CONTACT NUMBER: **(01792) 862136**

FAMILY LIAISAON OFFICER

NAME: **Mrs Natalie Fairburn**

CONTACT NUMBER: **(01792) 862136**

NOMINATED MEMBER OF THE GOVERNING BODY FOR MONITORING ATTENDANCE

NAME: **Mr Ray Hanson**

Contacts within the Local Authority

The named officer within Neath Port Talbot LA is Mr John Burge

CONTACT NUMBER: (01639) 763620

E-MAIL: ews@npt.gov.uk

RATIONALE

- The school bases its attendance policy on the guidelines as set out by the ERW Consortium.
- Whilst the legal responsibility for regular school attendance rests with parents, the school shares with them, and the local authority (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.
- Statutory obligation apart, the school is committed to improvements in attendance standards as a direct stimulus to raising pupil achievement.
- Poor attendance is destructive of educational achievement, undermines the well-being of each pupil and demoralises staff.
- 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 is 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;
- the school is not within the prescribed walking distance of the child's home and suitable transport arrangements have not been made by the LA;. The law relating to walking distance effectively is defined as two miles for pupils under eight and three miles for all other pupils. Distance will be measured by nearest available walking route;

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.

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

Unauthorised absence of an individual pupil, which brings the pupil's attendance to below 90% in any one term, or when unauthorised absence is due to a family holiday taken in term time, the Education (Penalty Notice) (Wales) Regulations gives the school the ability to request that the Local Authority (Education Welfare Service) consider issuing a Penalty Notice to a parent(s)/day to day carer of the named pupil. This request, when made, will be in accordance with conditions laid down in ERW's Code of Conduct.

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.

PRACTICE AND PROCEDURES

Clear systems and procedures will govern response to all pupil absence. The school will follow the 'Procedures for Non Attendance' flowchart as agreed by the ERW Consortium.

The school adheres to the descriptors received from ERW.

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 ½ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7½ 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 adults;
- ensuring that attendance and punctuality are recognised within the whole school reward system;
- a weekly attendance prize every Friday. The winning class is awarded 10 minutes additional play / Club with Superstars Instructor on a Thursday lunchtime. The best classes receive recognition for excellent attendance.
- Excellent Attendance (100%) is rewarded at the end of every school term.
- Also, at the end of the academic year, pupils with 100% attendance throughout the year receive 'Special Attendance Certificates'.
- 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;
- using of a colour-coded letter scheme *i.e. at the end of every term the parents/ carers of each child will receive a colour-coded letter which indicates their level of attendance.*

Green	higher than 95%
Amber	between 92% and 94.9%
Red	below 91.9%

- working closely with multi agency colleagues and the Education Inclusion Service 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 clear to parents and pupils through:
 - School Prospectus
 - Home/School Agreement
 - Governors Annual Report to Parents
 - School Website / Blog
 - Newsletters
 - General Letters
 - Special Services
- 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 Education Welfare Service for advice with regards to this but the decision to authorise any absence remains with the school.
- If the pupil is registered as a Child in Need or on the Child Protection register and absent from school without reason, then the school should contact Social Services as soon as possible.
- If an absence remains unexplained for 3 consecutive days then arrangements should be made to visit the home.
- 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 if a pupil is persistently late to school.
- Ultimately, if an attendance matter cannot be resolved by the school and the appropriate steps have been followed, then a referral will be made to the Education Welfare Service for further investigation.

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 **15 minutes** and closes at **9:00am**;
- 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 Education Welfare Service 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 Department;
- meets with the LA Officer on a regular pre-arranged basis;
- refers to other agencies if appropriate;
- refers to the school nurse if there are doubts about the validity of an illness;

- oversees the use of standardised letters to parents addressing specific aspects of attendance and requiring parental response,
- arranges for an attendance meeting in the case of repeated, unexplained absences (school will consider inviting the named governor for attendance to such a meeting);
- ensures that the Education Welfare Officer's role is known and 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, on time, properly dressed and in a fit condition to learn (parents are also 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:

- h) take an active interest in their child's school life and work;
- i) attend parents' evenings and other school events, if possible;
- j) ensure that their child completes his/her homework and goes to bed at an appropriate time;
- k) be aware of letters from school which their child brings home;
- l) ensure that their child arrives at school on time each day;
- m) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- n) always notify the school as soon as possible - preferably on the first morning - of any absence;
- o) avoid booking family holidays during term-time;
- p) 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..

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

Headteachers do have the discretionary power to grant leave for the purpose of a family holiday or trips. However, the ERW Consortium is strongly advising that any holidays or day trips in term time should be unauthorised, and that there should be no exceptions to this policy. The school adheres to this and family holidays during term time will not be authorised.

Registration Codes

/	Present (AM)
\	Present (PM)
B	Off Site Education
C	Other Authorised Circumstances
D	Dual Registered <i>i.e Present at another school or PRU</i>
E	Excluded (No alternative provision made)
G	Family holiday (Not agreed)
I	Illness
J	Interview
L	Late (Before the registers closed)
M	Medical / Dental Appointment
N	No reason yet provided for absence
O	Unauthorised Absence (Not covered by other code)
P	Approved Sporting Activity
R	Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (after registers closed)
V	Educational Visit or Trip
W	Work experience
Y	Partial or Enforced closure
X	Non-compulsory school age absence
#	School closed to all pupils
Z	Pupils not on roll yet

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.