	Polisi Presenoldeb Attendance Policy	Polisi / Policy **5**

AELOD STAFF DYNODEDIG Â CHYFRIFOLDEB AM FONITRO PRESENOLDEB:

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AELOD ENWEBEDIG O'R CORFF LLYWODRAETHOL AR GYFER MONITRO PRESENOLDEB:

Cysylltiadau o fewn yr Awdurdod Lleol

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Cyflwyniad

Mae mynychu'r ysgol yn rheolaidd ac yn brydlon yn un o'r ffyrdd pwysicaf o sicrhau bod eich plentyn yn cael y dechrau gorau posibl mewn bywyd.

Mae Ysgol Gynradd Aberaeron wedi ymrwymo i sicrhau bod pob plentyn yn cyrraedd ei lawn botensial dysgu a datblygiad. Er mwyn i ddisgyblion gael y budd gorau o'u haddysg, mae'n hanfodol eu bod yn mynychu'r ysgol yn rheolaidd ac yn brydlon, bob dydd y mae'r ysgol ar agor, oni bai bod rheswm anorfod dros eu habsenoldeb. Mae Ysgol Gynradd Aberaeron yn cydnabod y gall fod adegau pan fydd plant a phobl ifanc yn sâl ac yn methu dod i'r ysgol neu pan fydd argyfwng teuluol yn codi.

Bydd yr ysgol yn dilyn gweithdrefnau Diogelu Plant Cymru Gyfan a phrotocolau lleol mewn perthynas â materion lles penodol ac adnabyddadwy sy'n atal plentyn rhag cael mynediad at addysg, neu lle mae pryderon diogelu yn bodoli.

Er mwyn i ddisgybl gyflawni ei lawn botensial addysgol, mae lefel uchel o bresenoldeb yn hanfodol. Byddwn yn gweithio'n gyson tuag at nod o 100% o bresenoldeb ar gyfer pob disgybl. Defnyddir pob cyfle i gyfleu i ddisgyblion a'u rhieni neu ofalwyr bwysigrwydd presenoldeb rheolaidd a phrydlon.

Mae presenoldeb ysgol yn ddarostyngedig i gyfraith addysg a chanllawiau statudol, ac mae ein polisi presenoldeb wedi'i lunio i adlewyrchu'r ddeddfwriaeth a'r canllawiau a gyhoeddwyd gan Lywodraeth Cymru. Am wybodaeth ynghylch y ddeddfwriaeth a'r canllawiau hyn, gweler Atodiad 3.

Bydd yr ysgol yn adolygu ei systemau ar gyfer gwella presenoldeb yn flynyddol er mwyn sicrhau ei bod yn cyflawni'r nodau a'r targedau a bennwyd gan y Llywodraethwyr, yr Awdurdod Lleol a Llywodraeth Cymru.

Bydd y polisi hwn yn cynnwys y gweithdrefnau y bydd yr ysgol yn eu defnyddio i weithio tuag at gyflawni ei thargedau presenoldeb, fel y'u pennwyd gan yr Awdurdod Lleol.

Er mai cyfrifoldeb cyfreithiol y rhieni yw sicrhau presenoldeb rheolaidd eu plentyn yn yr ysgol, mae'r ysgol a'r Awdurdod Lleol yn rhannu'r cyfrifoldeb hwnnw drwy annog presenoldeb da a gwella presenoldeb gwael.

Mae'n ofynnol yn ôl y gyfraith i'r ysgol gadw cofnodion penodol a chynhyrchu gwybodaeth benodol am bresenoldeb disgyblion.

Y tu hwnt i'r gofynion statudol, mae'r ysgol wedi ymrwymo i wella safonau presenoldeb fel dull uniongyrchol o godi safonau cyflawniad disgyblion.

Mae presenoldeb gwael yn niweidiol i gyflawniad addysgol, yn tanseilio lles pob disgybl ac yn cael effaith negyddol ar forâl staff.

Mae gan yr Awdurdod Lleol ddyletswydd statudol i sicrhau bod pob plentyn y mae'n gyfrifol amdano yn derbyn addysg briodol ac, os yw wedi'i gofrestru mewn ysgol, mae hyn yn golygu mynychu'r ysgol yn rheolaidd ac yn brydlon.

Gweithdrefnau'r Ysgol

Bydd systemau a gweithdrefnau clir yn llywodraethu'r ymateb i bob absenoldeb disgybl. Bydd yr ysgol yn dilyn siart llif "Gweithdrefnau ar gyfer Diffyg Presenoldeb" (Atodiad 1).

Bydd unrhyw ddisgybl sy'n absennol yn ystod cofrestru'r bore neu'r prynhawn yn cael ei gofnodi fel:

- Absenoldeb awdurdodedig;
- Absenoldeb anawdurdodedig;
- Weithgaredd addysgol wedi'i gymeradwyo (presenoldeb oddi ar y safle).

Dim ond y Pennaeth, neu aelod o staff sy'n gweithredu ar ei ran, all awdurdodi absenoldeb.

Os nad oes rheswm hysbys dros yr absenoldeb pan gofnodir y gofrestr, bydd yr absenoldeb yn cael ei gofnodi i ddechrau fel absenoldeb anesboniadwy (cod N) a bydd yr ysgol yn ymchwilio'n brydlon fel rhan o'i strategaethau ymyrraeth gynnar a diogelu.

Gall hyn gynnwys:

- Galwad ffôn;
- Neu e-bost at y rhiant neu'r gofalwr i holi am leoliad y disgybl.

Os na ddarperir rheswm erbyn diwedd 10 diwrnod ysgol, neu os nad yw'r rheswm a ddarperir yn rhesymol, bydd yr absenoldeb yn cael ei ail-godio fel absenoldeb anawdurdodedig (cod O).

Bydd codio pob absenoldeb yn unol â chanllawiau Fframwaith Presenoldeb Cymru Gyfan Llywodraeth Cymru, fel yn Atodiad 2.

Prydlondeb

Bydd cofrestru'r bore yn digwydd am 9:00yb, a chofrestru'r prynhawn am 1:00yp. Bydd y cofrestrau'n aros ar agor am uchafswm o 30 munud o'r amseroedd hyn, yn unol â chanllawiau Llywodraeth Cymru.

Bydd disgyblion sy'n cyrraedd yn hwyr yn cael eu cofnodi fel:

- L – Yn hwyr cyn i'r gofrestr gau (yn cyrraedd rhwng 9:00 a 9:30yb)
- U – Yn hwyr ar ôl i'r gofrestr gau (yn cyrraedd ar ôl 9:30yb). Mae hyn yn cyfrif fel absenoldeb anawdurdodedig.

Nid yn unig mae cyrraedd yn hwyr yn amharu ar addysg y disgybl sy'n hwyr, mae hefyd yn amharu ar addysg y disgyblion sydd eisoes yn yr ysgol.

Mae colli 20 munud bob wythnos yn gyfwerth â mwy na 11 awr neu bron 3 diwrnod ysgol llawn o ddysgu dros flwyddyn.

Os bydd problem o gyrraedd yn hwyr yn parhau, gall yr ysgol ysgrifennu at y rhieni i dynnu sylw at effaith hyn ar bresenoldeb a chyrhaeddiad eu plentyn.

Os bydd y broblem yn parhau, bydd yr ysgol yn anfon ail lythyr yn gwahodd y rhiant neu'r gofalwr i gyfarfod er mwyn trafod y rhwystrau sy'n atal cyrraedd yn brydlon ac i gynnig cymorth priodol.

Absenoldeb ar y Diwrnod Cyntaf

Atgoffir rhieni a gofalwyr y dylent gysylltu â'r ysgol erbyn 9:00yb os na all eu plentyn fynychu'r ysgol ar y diwrnod hwnnw.

Dylid hysbysu'r ysgol drwy:

- ParentMail
- E-bost: swyddfa@ysgolgynraddaberaeron.ceredigion.sch.uk
- Ffôn: 01545 570313

Gan ddarparu'r manylion canlynol:

- Enw'r disgybl
- Blwyddyn y disgybl
- Natur y salwch neu'r rheswm dros yr absenoldeb
- Y dyddiad disgwyliedig o ddychwelyd
- Enw'r sawl sy'n ffonio a'i berthynas â'r disgybl

Dylai rhieni fod yn barod i ateb cwestiynau gan staff yr ysgol ynghylch cyflwr y disgybl, patrymau neu dueddiadau mewn absenoldebau ac unrhyw driniaeth y maent yn ei derbyn.

Os na fydd rhiant neu ofalwr yn cysylltu â'r ysgol, bydd staff yn ceisio canfod y rheswm dros yr absenoldeb cyn gynted â phosibl ar ddiwrnod cyntaf yr absenoldeb. Gall hyn gynnwys:

- Galwad ffôn
- E-bost

- Ymweliad cartref gan aelod o staff
- Neu gais i'r Gwasanaeth Cynhwysiant Addysg gynnal gwiriad lles

Pan dderbynnir gwybodaeth, bydd y gofrestr yn cael ei diweddaru gyda'r cod absenoldeb priodol.

Rhoddir blaenoriaeth i blant sy'n cael eu hystyried yn fregus, megis y rhai sy'n hysbys i'r Gwasanaethau Plant neu blant sy'n derbyn gofal.

Bydd yr ysgol yn cysylltu â'r gweithiwr achos perthnasol cyn gynted â phosibl os yw disgybl sy'n hysbys i'r gwasanaethau hyn yn absennol heb reswm.

Gall unrhyw ddysgwr gael ymweliad gan y Gwasanaeth Cynhwysiant Addysg os oes pryderon ynghylch presenoldeb neu ddiffyg cyswllt gan rieni. Nod yr ymweliadau hyn yw cynnig y gefnogaeth briodol i oresgyn unrhyw rwystrau i fynychu'r ysgol.

Nodiadau Absenoldeb a Thystiolaeth Ategol

Bydd nodiadau a dderbynnir gan rieni sy'n egluro'r rheswm dros absenoldeb yn cael eu cadw ar ffeil yn unol â pholisïau cadw cofnodion yr ysgol. Mae rhieni a gofalwyr yn ymwybodol mai dim ond y Pennaeth neu ei gynrychiolydd all awdurdodi absenoldeb, ac y gall fod angen gwybodaeth ychwanegol, megis llythyr gan feddyg teulu neu ymgynghorydd, i gefnogi'r rhesymau a roddir dros absenoldeb.

Absenoldebau Meddygol a Salwch

Mae'r ysgol yn cydnabod bod adegau pan fo'n rhaid i ddisgybl fynychu apwyntiad meddygol yn ystod y diwrnod ysgol. Mewn achosion o'r fath, dylid darparu copi o lythyr yr apwyntiad ysbyty i'r ysgol cyn dyddiad yr apwyntiad er mwyn rhoi gwybod i'r ysgol am yr amser a drefnwyd.

Fodd bynnag, nid yw hyn yn berthnasol i apwyntiadau meddyg teulu neu ddeintydd arferol, y dylid, lle bynnag y bo modd, eu trefnu y tu allan i oriau ysgol.

Os yw disgybl yn absennol yn rheolaidd oherwydd salwch, gall yr ysgol ofyn am dystiolaeth ategol sy'n dangos bod y disgybl yn derbyn y driniaeth feddygol angenrheidiol. Gallai cerdyn apwyntiad, llythyr gan ymgynghorydd neu lun o feddyginiaeth ar bresgripsiwn fod yn dystiolaeth feddygol ddigonol.

Heb y dystiolaeth angenrheidiol, gall yr ysgol hysbysu'r rhiant neu'r gofalwr y bydd pob absenoldeb yn y dyfodol yn cael ei gofnodi fel absenoldeb anawdurdodedig nes bod y dystiolaeth feddygol briodol wedi'i darparu, a gall atgyfeiriad gael ei wneud i'r Gwasanaeth Cynhwysiant Addysg.

Absenoldeb Parhaus

Mae Llywodraeth Cymru yn diffinio absenoldeb parhaus fel disgyblion sydd ag absenoldeb o fwy na 10% (h.y. llai na 90% presenoldeb).

Gall absenoldeb parhaus arwain at atgyfeiriad i'r Gwasanaeth Cynhwysiant Addysg er mwyn darparu cymorth ychwanegol i'r disgybl a'i deulu.

Mae Ysgol Gynradd Aberaeron yn cyfarfod yn rheolaidd â'r Gwasanaeth Cynhwysiant Addysg i fonitro pob disgybl sydd â phresenoldeb o dan 95%.

Beth sy'n digwydd pan fydd presenoldeb eich plentyn yn destun pryder?

- Gall rhieni dderbyn llythyr gan yr ysgol yn rhoi gwybod iddynt am bresenoldeb eu plentyn a nifer y diwrnodau a gollwyd.
- Os bydd presenoldeb yn parhau i fod yn destun pryder, gall yr ysgol wahodd rhieni i gyfarfod. Gall y Gwasanaeth Cynhwysiant Addysg neu asiantaethau perthnasol eraill hefyd gael eu gwahodd i fynychu.
- Yn dilyn cyfarfod, os bydd presenoldeb eich plentyn yn parhau i fod yn destun pryder, gall yr ysgol wneud atgyfeiriad i'r Gwasanaeth Cynhwysiant Addysg.
- Eich cyfrifoldeb cyfreithiol chi yw sicrhau bod eich plentyn yn mynychu'r ysgol yn rheolaidd. Gall caniatáu absenoldeb o'r ysgol heb reswm da arwain at gyhoeddi hysbysiad cosb benodedig neu erlyniad. Mae absenoldebau rheolaidd yn amharu ar batrwm dysgu plentyn a gallant effeithio'n ddifrifol ar ei gynnydd addysgol.

Caniatâd Absenoldeb/Gwyliau yn ystod y Tymor

Anogir yn gryf i rieni beidio â chymryd eu plant allan o'r ysgol yn ystod y tymor gan y gall hyn gael effaith negyddol ar ddysgu, cynnydd a gallu'r disgybl i gael mynediad at y cwricwlwm llawn.

Nid oes gan rieni a gofalwyr hawl awtomatig i dynnu eu plant allan o'r ysgol ar gyfer gwyliau teuluol yn ystod y tymor. Yn unol â chanllawiau'r Awdurdod Lleol, ni fydd absenoldebau ar gyfer gwyliau teuluol fel arfer yn cael eu hawdurdodi.

Lle mae rhiant neu ofalwr yn bwriadu cymryd ei blentyn allan o'r ysgol ar gyfer gwyliau teuluol yn ystod y tymor, dylid hysbysu'r ysgol ymlaen llaw drwy e-bost at:

prif@ysgolgynraddaberaeron.ceredigion.sch.uk

Mae'r wybodaeth hon yn galluogi'r ysgol i gynnal cofnodion presenoldeb cywir ac i sicrhau bod gweithdrefnau diogelu priodol yn cael eu dilyn.

Bydd y Pennaeth yn cydnabod derbyn yr hysbysiad; fodd bynnag, ni ddylid dehongli hyn fel awdurdodiad ar gyfer yr absenoldeb. Dylai rhieni a gofalwyr fod yn ymwybodol y bydd unrhyw absenoldeb oherwydd gwyliau teuluol a gymerir yn ystod y tymor yn cael ei gofnodi fel absenoldeb anawdurdodedig, oni bai bod amgylchiadau eithriadol yn berthnasol.

Lle mae gan rieni blant sy'n mynychu mwy nag un ysgol, dylid cyflwyno hysbysiad ar wahân i bob ysgol.

Atgoffir rhieni a gofalwyr fod presenoldeb rheolaidd yn hanfodol er mwyn sicrhau'r canlyniadau addysgol gorau posibl, ac y gall amser a gollir o'r ysgol gael effaith sylweddol ar ddysgu a chynnydd plentyn.

Hysbysiadau Cosb Benodedig am Ddiffyg Presenoldeb yn yr Ysgol

Gall yr ysgol ofyn i'r awdurdod lleol gyhoeddi hysbysiad cosb benodedig os yw rhiant/gofalwr wedi methu sicrhau presenoldeb rheolaidd eu plentyn yn yr ysgol.

1. Gellir gwneud cais am hysbysiad cosb o dan un o'r meini prawf canlynol:
2. leiaf 10 sesiwn o absenoldeb anawdurdodedig o fewn tymor, a bod presenoldeb y disgybl yn disgyn o dan 90% yn ystod y flwyddyn academaidd. Nid oes rhaid i'r absenoldebau hyn fod yn olynol.

3. Cyrraedd yn hwyr i'r ysgol ar ôl i'r gofrestr gau a chael ei gofnodi fel cod U, yn unol â Chanllawiau Codau Llywodraeth Cymru 2010. At ddibenion y ddogfen hon, mae prydlondeb gwael parhaus yn cynnwys o leiaf 10 sesiwn o absenoldeb anawdurdodedig (Cod U), a bod presenoldeb y disgybl yn disgyn o dan 90% yn ystod y flwyddyn academaidd. Nid oes rhaid i'r rhain fod yn olynol.

Pan fo rhieni/gofalwyr wedi methu ymgysylltu â'r ysgol a/neu'r Gwasanaeth Cynhwysiant Addysg mewn ymdrechion i wella presenoldeb, ond lle nad yw camau llys wedi'u cychwyn eto.

Er mwyn cydymffurfio â Rheoliadau Addysg (Hysbysiadau Cosb) (Cymru) 2013, bydd Ysgol Gynradd Aberaeron yn gweithredu yn unol â Chod Ymddygiad yr Awdurdod Lleol ar gyfer hysbysiadau cosb am ddiffyg presenoldeb rheolaidd.

Bydd pob achos o absenoldeb yn cael ei ystyried yn unigol, ac os yw'n briodol gall yr ysgol ofyn am hysbysiad cosb er mwyn annog gwell presenoldeb yn y dyfodol.

Os yw presenoldeb disgybl yn sylweddol isel, gellir ystyried atgyfeiriad i'r Gwasanaeth Lles Addysg fel dewis arall yn lle gofyn am hysbysiad cosb.

Yn y pen draw, os na ellir datrys mater presenoldeb gan yr ysgol ac os yw'r camau priodol wedi'u dilyn (fel yr amlinellir yn y "Gweithdrefnau ar gyfer Diffyg Presenoldeb"), bydd atgyfeiriad yn cael ei wneud i'r Gwasanaeth Cynhwysiant Addysg ar gyfer ymchwiliad pellach.

Rolau a Chyfrifoldebau

Mae Ysgol Gynradd Aberaeron yn cydnabod bod sicrhau presenoldeb rheolaidd yn dibynnu ar sefydlu a defnyddio perthnasoedd gwaith agos rhwng rhieni, disgyblion, ysgolion, yr awdurdod lleol a gweithwyr proffesiynol eraill sy'n gweithio gyda phlant.

Rhan allweddol o unrhyw berthynas waith lwyddiannus yw dealltwriaeth glir o rôl a chyfrifoldebau pob unigolyn. Felly, mae'r adran hon yn egluro'r rolau a'r cyfrifoldebau hynny mewn perthynas â mynd i'r afael â materion presenoldeb.

Rhiant/Gofalwr

Mae Deddf Addysg 1996 yn nodi bod rhaid i bob plentyn o oedran ysgol gorfodol (rhwng 5 a 16 oed) gael mynediad at addysg lawn amser addas. Rhaid i rieni sicrhau hyn drwy gofrestru eu plentyn mewn ysgol neu ddarparu trefniant addysgol addas arall.

Mae oedran ysgol gorfodol yn golygu bod yn rhaid i blant a phobl ifanc fynychu'r ysgol o ddechrau'r tymor cyntaf sy'n dilyn eu pen-blwydd yn bump oed, ac maent yn parhau o oedran ysgol gorfodol tan ar ôl dydd Gwener olaf mis Mehefin yn y flwyddyn ysgol y maent yn troi'n 16 oed.

Mae prydlondeb hefyd yn ofyniad cyfreithiol, a gall rhieni/gofalwyr disgybl sy'n cyrraedd yn hwyr yn barhaus (ar ôl i'r gofrestr gau) wynebu camau cyfreithiol.

Weithiau gall amgylchiadau cartref wneud hi'n anodd i ddisgybl gyrraedd yn brydlon. Mewn achosion o'r fath bydd ystyriaeth briodol yn cael ei rhoi i unrhyw gymorth neu gefnogaeth y gallai'r teulu ei hangen.

Dylai rhieni gysylltu â'r ysgol ar ddiwrnod cyntaf unrhyw absenoldeb.

Dylai rhieni hefyd siarad â'r ysgol cyn gynted â phosibl os ydynt yn pryderu bod eu plentyn yn amharod i fynychu'r ysgol.

Ysgol

O dan Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010, mae'n ofynnol i ysgolion gymryd cofrestr presenoldeb ddwywaith y dydd; ar ddechrau sesiwn y bore ac unwaith yn ystod sesiwn y prynhawn. Mae cywirdeb y gofrestr yn bwysig er mwyn cefnogi unrhyw ymyriadau statudol y gall fod eu hangen. Dylid nodi ei bod yn drosedd peidio â chadw cofrestrau cywir.

Mae gan yr ysgol gyfrifoldeb i fonitro cyfraddau presenoldeb unigol o leiaf yn wythnosol a defnyddio ei dulliau ymyrraeth ei hun i fynd i'r afael â phroblemau presenoldeb unigol lle mae cyfradd presenoldeb y disgybl yn 86% neu'n uwch.

Dylai'r ysgol wneud atgyfeiriad i'r Gwasanaeth Cynhwysiant Addysg pan fydd presenoldeb unigolyn yn disgyn i un o'r categorïau canlynol:

- Mae gan y disgybl gyfradd presenoldeb o 85% neu lai dros gyfnod o 6 wythnos lle mae mwyafrif yr absenoldebau yn anawdurdodedig.
- Bloc o 20 sesiwn o absenoldeb heb reswm boddhaol.
- Presenoldeb afreolaidd cyson nad yw staff, yn dilyn ymchwiliad gan yr ysgol, yn gallu ei awdurdodi.
- Rhesymau meddygol a fydd yn effeithio'n sylweddol ar bresenoldeb a dysgu'r disgybl.
- Mae'r plentyn ar goll.

Fodd bynnag, gall yr ysgol gyfeirio disgybl at y Gwasanaeth Cynhwysiant Addysg os oes pryderon ynghylch lles yr unigolyn er bod ei bresenoldeb dros 85%, neu os oes angen ymweliad gwirio lles.

Yr Aelod Staff Dynodedig

Cyfrifoldeb pob aelod o staff yw presenoldeb. Fodd bynnag, mae aelod penodol o staff wedi'i ddynodi i fod yn gyfrifol am bresenoldeb, ac mae pob aelod o staff yn gallu trafod presenoldeb disgyblion unigol gyda'r person hwn.

Bydd yr Aelod Staff Dynodedig dros Bresenoldeb yn:

- Monitro cofrestrau'r ysgol.
- Cysylltu â staff addysgu, yn enwedig arweinwyr dosbarthiadau/blwyddyn.
- Cyfarfod yn rheolaidd â'r Gwasanaeth Cynhwysiant Addysg.
- Cyfeirio at asiantaethau eraill lle bo hynny'n briodol.
- Cyfeirio at nyrs yr ysgol os oes amheuon ynghylch dilysrwydd salwch.
- Goruchwylio'r defnydd o lythyrau safonol at rieni sy'n ymwneud ag agweddau penodol ar bresenoldeb ac sy'n gofyn am ymateb gan rieni.
- Trefnu cyfarfod presenoldeb mewn achosion o absenoldebau ailadroddus heb esboniad (gall yr ysgol ystyried gwahodd y llywodraethwr cyfrifol am bresenoldeb i gyfarfod o'r fath).
- Sicrhau bod rôl y Gwasanaeth Cynhwysiant Addysg yn cael ei deall yn glir o fewn yr ysgol.

Y Pennaeth

Bydd y Pennaeth yn gyfrifol am reolaeth strategol presenoldeb ar draws yr ysgol. Bydd yn craffu ar y data yn wythnosol, yn monitro tueddiadau a phatrymau ar draws grwpiau o ddisgyblion, ac yn gwerthuso effaith ac effeithiolrwydd ymyriadau er mwyn cyfeirio adnoddau at y canlyniadau gorau posibl.

Bydd y Pennaeth yn cyflwyno data presenoldeb i'r Corff Llywodraethol bob tymor er mwyn ei graffu.

Athrawon Dosbarth

Bydd athrawon dosbarth yn gyfrifol am gwblhau cofrestrau pob sesiwn yn llawn ac yn gywir ym mhob cyfnod cofrestru.

Mae'r arfer hwn yn sicrhau gweithdrefnau diogelu cadarn, gan alluogi'r ysgol i wybod lleoliad pob disgybl ar ddechrau pob sesiwn ac yn galluogi clerciaid/rheolwyr swyddfa'r ysgol i ddechrau'r broses "ymateb diwrnod cyntaf" os nad yw disgybl yn bresennol.

Swyddog Presenoldeb / Clerc yr Ysgol / Rheolwr Swyddfa

Bydd y Swyddog Presenoldeb, Clerc yr Ysgol neu'r Rheolwr Swyddfa yn gyfrifol am ddyletswyddau gweithredol dyddiol y tîm presenoldeb.

Byddant yn:

- Sicrhau bod pob cofrestr, sesiwn a gwers, yn cael ei chwblhau'n ddyddiol.
- Hysbysu'r Pennaeth os nad yw cofrestrau wedi'u cwblhau er mwyn gweithredu.
- Cynnal y broses "ymateb diwrnod cyntaf" bob bore ar gyfer disgyblion nad yw eu teuluoedd wedi cysylltu â'r ysgol.
- Casglu tystiolaeth ategol.
- Dilyn i fyny unrhyw ffurflenni, nodiadau absenoldeb, hysbysiadau gwyliau neu ddogfennau perthnasol sy'n weddill.

Y Gwasanaeth Cynhwysiant Addysg

Prif swyddogaeth y Gwasanaeth Cynhwysiant Addysg yw gwella presenoldeb ym mhob ysgol a darpariaeth addysg amgen ar draws yr awdurdod lleol drwy gefnogi disgyblion a'u teuluoedd i oresgyn rhwystrau i ymgysylltu.

Mae'r gwasanaeth yn darparu cymorth i ysgolion, disgyblion a'u teuluoedd i sicrhau presenoldeb rheolaidd ac i fynd i'r afael ag unrhyw anawsterau sy'n ymwneud ag absenoldeb.

Mae'r Gwasanaeth Cynhwysiant Addysg yn gweithio ar y cyd ag ystod eang o wasanaethau ac asiantaethau cymorth ac yn darparu cyswllt hanfodol rhwng y cartref a'r ysgol er mwyn sicrhau bod disgyblion yn elwa ar y cyfleoedd addysgol sydd ar gael iddynt.

Mae'r gwasanaeth yn gweithredu ar ran yr awdurdod yn ei rôl orfodi statudol ac mae'n gyfrifol am nifer o ddyletswyddau cysylltiedig, gan gynnwys:

- Rheoleiddio a chyhoeddi trwyddedau cyflogaeth a pherfformio i blant a phobl ifanc o oedran ysgol, ynghyd â'u hebrwngwyr.

- Ymchwilio i, lleoli a thracio plant sy'n cael eu hatgyfeirio fel "Plant ar Goll o Addysg".
- Goruchwylio anghenion addysgol disgyblion bregus, megis teuluoedd Sipsiwn a Theithwyr.
- Gweithio mewn partneriaeth â'r Heddlu wrth drefnu a chydlynu gweithrediadau gwrth-gadw draw ffurfiol yn unol â deddfwriaeth Trosedd ac Anhrefn.

Mentrau Presenoldeb

Bydd yr ysgol a'r awdurdod lleol yn gweithio'n agos gyda'i gilydd i godi ymwybyddiaeth o bwysigrwydd presenoldeb ysgol, hyrwyddo presenoldeb da a mynd i'r afael ag absenoldebau anawdurdodedig.

Bydd yr ysgol yn ystyried system wobrwyo i gydnabod disgyblion sydd â phresenoldeb rhagorol neu bresenoldeb sy'n gwella.

Rhaid i unrhyw system wobrwyo:

- Fod yn ystyrlon i'r plant.
- Cael ei hamseru'n briodol fel bod plant yn gallu cysylltu eu presenoldeb â'r wobr a dderbyniant.

Bydd yr ysgol yn gweithio gyda'r Gwasanaeth Cynhwysiant Addysg i weithredu mentrau'r awdurdod lleol megis:

- Ymweliadau Gwirio Lles
- Sesiynau Cyfarfod a Chyfarch
- Grwpiau targediedig.
-

Categorïau Absenoldeb

Rhaid cofnodi pob disgybl sydd ar y gofrestr ond nad yw'n bresennol yn yr ysgol o dan un o'r categorïau canlynol:

- Absenoldeb Awdurdodedig
- Absenoldeb Anawdurdodedig
- Gweithgaredd Addysgol wedi'i Gymeradwyo

Absenoldeb Anawdurdodedig

Defnyddir y codau hyn ar gyfer sesiynau pan fo disgyblion yn absennol ac nad oes rheswm wedi'i ddarparu, neu pan ystyrir nad oes rheswm dilys dros yr absenoldeb, e.e.:

- Teithiau siopa
- Mynychu cyngerdd
- Torri gwallt
- Methu'r bws
- Gofalu am frawd/chwaer
- Gofalu am riant sy'n sâl
- Penblwyddi
- Diffyg gwisg ysgol
- Gwyliau

Absenoldeb Awdurdodedig

Defnyddir y codau hyn ar gyfer sesiynau pan fo disgyblion yn absennol am reswm sy'n cael ei ystyried yn ddilys, e.e.:

- Salwch gwirioneddol
- Apwyntiadau meddygol neu ddeintyddol anorfod
- Dyddiau o ddefodau crefyddol
- Amgylchiadau teuluol eithriadol

Gellir gofyn am dystiolaeth i gefnogi'r rheswm a roddwyd (e.e. tystiolaeth feddygol, cardiau apwyntiad ac ati).

Gweithgaredd Addysgol wedi'i Gymeradwyo

Mae'r codau hyn yn cynnwys gweithgareddau addysgol dan oruchwyliaeth a gynhelir oddi ar safle'r ysgol ond gyda chymeradwyaeth yr ysgol a/neu'r Awdurdod Lleol, lle mae'r sesiwn wedi'i goruchwylio gan diwtor cymeradwy.

Gall hyn gynnwys:

- Lleoliadau profiad gwaith
- Teithiau maes ac ymweliadau addysgol
- Gweithgareddau chwaraeon
- Cyrsiau cyswllt neu addysg gymeradwy mewn lleoliad arall

Cofrestriad Deuol

Bydd disgyblion sy'n mynychu ysgol neu uned arall yn cael eu cofrestru'n ddeuol yn y ddau leoliad.

Mae statws cofrestru o fewn y System Gwybodaeth Reoli (MIS) yn nodi'r prif leoliad addysg a'r lleoliad atodol. Enghraifft fyddai disgybl sydd wedi'i gofrestru yn yr ysgol hon ond sy'n mynychu uned cyfeirio disgyblion ar rai diwrnodau bob wythnos. Y brif ysgol fydd yr un y mae'r plentyn yn ei mynychu am fwy na 50% o'i amser. Y lleoliad arall fydd y lleoliad atodol.

Ysgol neu ddarpariaeth lle disgwylir i'r plentyn fynychu sy'n gyfrifol am gofnodi presenoldeb y disgybl yn gywir ac am ddilyn i fyny unrhyw absenoldebau.

Bydd yr ysgol yn cysylltu â'r darparwr addysg arall yn ddyddiol er mwyn adnabod y disgyblion sy'n absennol ar gyfer y sesiwn ac yn cofnodi'r gofrestr yn unol â hynny.

Cadw Cofnodion

Mae rheoliadau presenoldeb yn nodi y dylid cadw cofnodion presenoldeb am o leiaf dair blynedd. Fodd bynnag, mae'n arfer da ymestyn y cyfnod hwn yn unol ag amserlenni cadw cofnodion addysgol.

Gwiriadau Cofrestrau

Bydd yr Awdurdod Lleol yn gwirio cofrestrau'r ysgol yn ffurfiol bob tymor er mwyn sicrhau cydymffurfiaeth â deddfwriaeth genedlaethol.

Dylid nodi bod cofrestrau ysgol yn ddogfennau cyfreithiol ac mai trosedd yw peidio â chynnal cofnodion cywir.

Targedau Presenoldeb

Bydd yr ysgol a'r Corff Llywodraethol yn defnyddio'r data presenoldeb a ddarperir gan yr Awdurdod Lleol wrth adolygu targedau a dadansoddi canlyniadau mewn cymhariaeth ag ysgolion tebyg ar draws y rhanbarth.

Bydd y Pennaeth yn cyflwyno data presenoldeb ym mhob adroddiad tymhorol i'r Corff Llywodraethol er mwyn craffu arno ochr yn ochr â data cyrhaeddiad.

Bydd y Llywodraethwyr yn cael cyfle i herio'r data ynghyd â'r gweithdrefnau ar gyfer rheoli presenoldeb, er mwyn mynd i'r afael â chyfraddau absenoldeb cyffredinol yr ysgol ac o fewn grwpiau penodol o ddysgwyr.

Ein targed presenoldeb ysgol yw: 95%

Asesiad Hunanwerthuso

Bydd yr ysgol yn cynhyrchu asesiad hunanwerthuso i ddangos sut y bydd yn gweithio tuag at gyflawni ei thargedau presenoldeb.

Bydd hyn yn cynnwys:

- Data ar grwpiau bregus o ddysgwyr
- Rheolaeth strategol
- Polisïau a gweithdrefnau presenoldeb
- Rheoli a monitro presenoldeb
- Cyfathrebu

Bydd yr asesiad hunanwerthuso hwn yn cael ei adolygu'n flynyddol a bydd yn cael ei ddefnyddio i lywio Cynllun Gwella'r Ysgol.

Monitro a Gwerthuso'r Polisi

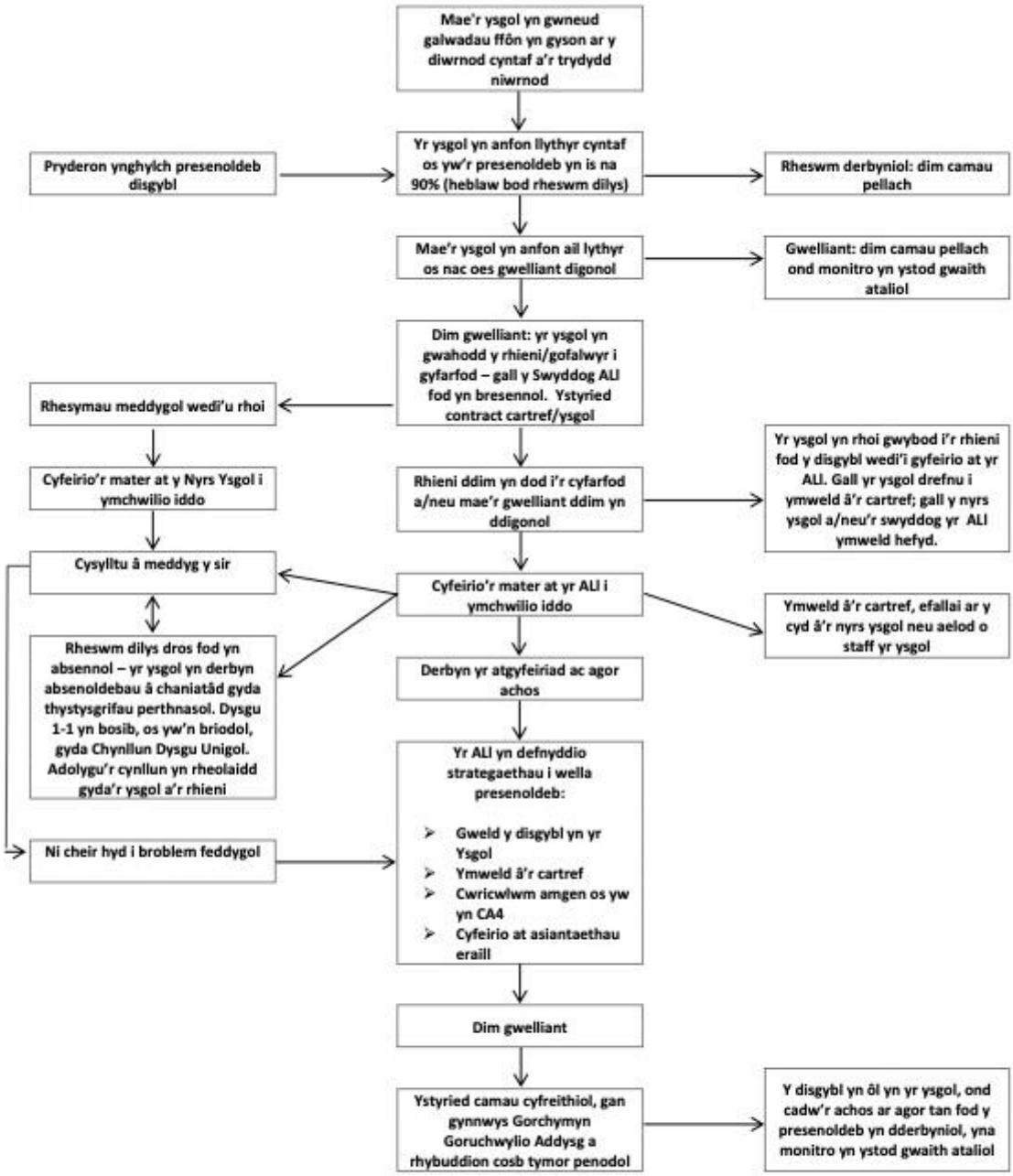
Bydd y polisi hwn yn cael ei adolygu'n flynyddol.

Dyddiad cymeradwyo gan y Corff Llywodraethol: .....

Cadeirydd: .....

Llywodraethwr Dynodedig dros Bresenoldeb Ysgol: .....

Gweithdrefnau Absenoldeb



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Welsh Government

School attendance codes changes

We have updated the school attendance codes and accompanying guidance to support accurate and consistent recording of attendance across Wales. Consistent attendance enables pupils to develop key skills, build and maintain positive relationships, and remain connected to their school community.

The use of clear and consistent attendance codes helps identify patterns of absence more effectively and to take action if necessary. There are 5 categories for recording attendance. The table below shows the categories with new codes or a changed category highlighted in green.

	Category	Codes												
	Present – the pupil is in school or is attending on time.	/ \	L											
	Approved educational activity – the pupil is learning off-site, for example placements or activities approved by school.	B	B1	B2	J	P1	P2	V	W					
	Authorised absence – the pupil is absent with school approval, for example illness or agreed leave.	C1	C2	C3	C4	F	H	I1	I2	M	S	E	R	T
	Unauthorised absence – the pupil is absent without an accepted reason.	N	O	G	U									
	Not required to attend – the pupil is not expected to be in school, for example closure or dual registration days.	D1	X	Y1	Y2	Z	#							

More information can be found in the 'School attendance codes: guidance' on the Welsh Government website:

www.gov.wales/school-attendance-codes-guidance

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Codau Presenoldeb Diwygiedig 2026

Cod	Ystyr	Categori ystadegol
/ \	Yn bresennol wrth gofrestru	Presennol
L	Yn hwyr ond wedi cyrraedd cyn i'r gofrestr gau	Presennol
B	Yn cael addysg oddi ar y safle (nid cofrestriad deuol)	Gweithgaredd addysgol wedi'i gymeradwyo
B	Disgybl yn derbyn dysgu ar-lein a ddarperir gan awdurdod lleol	Gweithgaredd addysgol wedi'i gymeradwyo
B	Disgybl yn derbyn dysgu ar-lein a ddarperir gan yr ysgol	Gweithgaredd addysgol wedi'i gymeradwyo
J	Cyfweliad	Gweithgaredd addysgol wedi'i gymeradwyo
P1	Gweithgaredd chwaraeon wedi'i gymeradwyo	Gweithgaredd addysgol wedi'i gymeradwyo
P2	Perfformiad wedi'i gymeradwyo	Gweithgaredd addysgol wedi'i gymeradwyo
V	Ymweliad neu daith addysgol	Gweithgaredd addysgol wedi'i gymeradwyo
W	Profiad gwaith (nid hyfforddiant seiliedig ar waith)	Gweithgaredd addysgol wedi'i gymeradwyo
C1	Amgylchiadau awdurdodedig eraill (nad ydynt yn cael eu cynnwys gan god neu ddisgrifiad arall)	Absenoldeb awdurdodedig
C2	Absenoldeb oherwydd perfformiad â thâl	Absenoldeb awdurdodedig
C3	Disgybl ar drefniant ysgol hyblyg (flexi-schooling)	Absenoldeb awdurdodedig
C4	Disgybl ar amserlen ran-amser	Absenoldeb awdurdodedig
F	Gwyliau teulu estynedig wedi'u cymeradwyo	Absenoldeb awdurdodedig
H	Gwyliau teulu wedi'u cymeradwyo	Absenoldeb awdurdodedig
I1	Salwch corfforol	Absenoldeb awdurdodedig
I2	Salwch nad yw'n gorfforol	Absenoldeb awdurdodedig
M	Apwyntiad meddygol neu ddeintyddol	Absenoldeb awdurdodedig
S	Absenoldeb astudio	Absenoldeb awdurdodedig
E	Wedi'i wahardd ond heb ddarpariaeth amgen wedi'i threfnu	Absenoldeb awdurdodedig
R	Diwrnod wedi'i neilltuo'n gyfan gwbl ar gyfer defod grefyddol	Absenoldeb awdurdodedig
T	Absenoldeb teithiwr	Absenoldeb awdurdodedig
N	Dim rheswm dros yr absenoldeb wedi'i ddarparu eto	Absenoldeb anawdurdodedig
O	Absenoldeb anawdurdodedig arall (nad yw'n cael ei gynnwys gan god neu ddisgrifiad arall)	Absenoldeb anawdurdodedig
G	Gwyliau teulu (heb eu cymeradwyo neu'n fwy na'r cyfnod a ganiatawyd)	Absenoldeb anawdurdodedig
U	Yn hwyr ac wedi cyrraedd ar ôl i'r gofrestr gau	Absenoldeb anawdurdodedig
D1	Cofrestriad deuol (disgybl yn mynychu lleoliad addysgol arall)	Nid oes angen mynychu
X	Sesiynau heb eu hamserlennu ar gyfer disgyblion nad ydynt o oedran ysgol gorfodol	Nid oes angen mynychu
Y1	Cau rhannol	Nid oes angen mynychu
Y	Cau'r ysgol gyfan	Nid oes angen mynychu
Z	Disgybl heb ei gofrestru eto	Nid oes angen mynychu
#	Ysgol ar gau i bob disgybl	Nid oes angen mynychu

DESIGNATED STAFF MEMBER WITH RESPONSIBILITY FOR MONITORING ATTENDANCE:

Geraint Thomas

CONTACT NUMBER: 01545 570 313

E-Mail - thomasg666@hwbcymru.net

NOMINATED MEMBER OF THE GOVERNING BODY FOR MONITORING ATTENDANCE NAME:

Contacts within the Local Authority

The named officer within Ceredigion Local Authority is Catrin Petche

CONTACT NUMBER: 01545 570881

E-MAIL: catrin.petche@ceredigion.gov.uk

Introduction

Attending school regularly and on time is one of the most important ways of making sure your child gets the best possible start in life.

Aberaeron Primary School is committed to ensuring that every child reaches their full learning and development potential. For pupils to get the best out of their education it is vital that they attend regularly and on time, every day the school is open unless the reason for absence is unavoidable. Aberaeron Primary School recognises that sometimes children and young people are sick and cannot come into school or there may be a family emergency.

The school will follow the All Wales Child Safeguarding procedures and local protocols in relation to specific and identifiable wellbeing issues that prevent a child from accessing education, or where there are safeguarding concerns.

For a pupil to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and our school attendance policy is written to reflect this legislation and the guidance produced by the Welsh Government. For information relating to this legislation and guidance, see Appendix 3.

The school will review its systems for improving attendance on an annual basis to ensure that it is achieving its set goals and targets as identified by the Governors, local authority and the Welsh Government.

This policy will contain the procedures that the school will use to work towards meeting its attendance targets, as set by the local authority.

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.

School Procedures

Clear systems and procedures will govern response to all pupil absence. The school will follow the 'Procedures for Non Attendance' flowchart (appendix 1).

Any pupil who is absent from school at the morning or afternoon registration period will have their absence recorded as being:

- Authorised;
- Unauthorised;
- or as an approved educational activity (attendance out of school)

Only the head teacher, or a member of staff acting on their behalf, can authorise absence.

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (N code) and promptly followed up by the school as part of its early intervention and safeguarding strategies. This will be in the form of a:

- telephone call;
- or an email to the parent or carer to enquire about the whereabouts of the pupil.

If no reason is given by the end of 10 school days or the reason given is not reasonable, the pupil will be recorded as an unauthorised absence (O code).

The coding for any absences will be in accordance with the guidance provided by the Welsh Government's All Wales Attendance Framework as in Appendix 2.

Punctuality

Morning registration will take place at the start of school at 9 am and afternoon registration will be at 1 pm. The registers will remain open for a maximum of 30 minutes from these start times, in accordance with Welsh Government guidance.

Pupils who arrive 30 minutes after the morning or afternoon registration time will be recorded as either:

- L - late before the register closes – arriving between 9-9:30am
- U - late after the register closes - this counts as an unauthorised absence (absence without permission). Arriving after 9:30am

Arriving late to school not only disrupts the education of those arriving late but also those pupils who are already in school. Missing 20 minutes every week of school adds up to over 11 hours or nearly 3 whole days of learning over the year.

In the event of persistent late arrivals, the school may contact the parent by letter to inform them of the impact on their child's attendance and subsequent attainment. Should the pupil continue to arrive late for registration after being issued with this letter, the school will issue a second letter inviting the parent or carer to a meeting to discuss the barriers that are preventing punctual arrival and offer support where appropriate.

First day absence

Parents and carers are reminded that they should contact the school by 9 am if their child is not able to attend school on that day. Parents and Carers should notify absence through:

- Parentmail,
- Class Charts,
- e-mail swyddfa@ysgolgynraddaberaeron.ceredigion.sch.uk
- telephone 01545 570 313

leaving the following details:

- Pupil's name.
- What year.
- Nature of illness/reason for absence.
- Expected return date.
- Caller's name & relationship to the pupil.

Parents should be prepared for the members of school staff to ask questions about the pupil's condition, the patterns or trends in their absences and any treatment they may be receiving.

If a parent or carer does not contact the school, staff will endeavour to ascertain the reason for non-attendance as soon as possible on the first day of absence, after both morning and afternoon registration. This may include a telephone call, texting service, a home visit from a member of school staff or in some circumstances the school may contact the Education Inclusion Service to undertake a welfare check. Once information is received, the register will be amended to reflect the appropriate absence code (see Appendix 2 for the types of code).

Priority will be given to children who are deemed to be particularly vulnerable, e.g. those known to Children's Services or are looked after (LAC). School will contact the relevant case worker as soon as possible if a pupil is absent from school without reason and is known to Children's Services or are LAC. They may conduct an unscheduled home visit to determine if the pupil is safe and well.

Any learners may be subject to a visit from the Education Inclusion Service where the school has any concern around attendance, or lack of contact from parents. These visits are intended to offer the right support to overcome any barriers to attending schools.

Absence notes and supporting evidence

Notes received from parents explaining the reason for the absence will be kept on file in line with school retention policies. Parents and carers are aware that only the head teacher or their representative can authorise an absence and that further information such as a letter from a GP or consultant may be required to support reasons given for absence.

Medical and illness absences

The school appreciates that there are times when a pupil has to attend a medical appointment during the school day. In these instances, a copy of the hospital appointment letter should be provided to the school **prior** to appointment date to inform the school of the set scheduled time. This, however, does not apply to routine GP or dental appointments, which can and should wherever possible be arranged for times outside of the school day.

If a pupil is repeatedly absent due to illness, the school may request supporting evidence that the pupil is receiving the necessary medical treatment. An appointment card, consultant letter, photograph of prescription medication, would all suffice as medical evidence. Without the necessary evidence, the school may notify the parent or carer that all future absences will be unauthorised until the necessary medical evidence has been provided, and a referral to the Education Inclusion Service may be made.

Persistent absence

Welsh Government defines persistent absence as pupils whose absence level is more than 10% (less than 90% attendance). Persistent absenteeism may lead to a referral to the Education Inclusion Service for additional support for the pupil and their family.

Aberaeron Primary School meet with the Education Inclusion Service on a regular basis to monitor all pupils below 95%.

What happens when your child's attendance becomes a cause of concern?

- Parents may receive a letter from school advising them of their child's attendance and number of days missed.
- If attendance continues to be of concern the school may invite parents in for a meeting. The Education Inclusion Service or other relevant agencies may also be invited to attend.
- Following a meeting, if your child's attendance continues to be of concern the school may refer to the Education Inclusion Service.
- Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason may lead to issuing of a fixed penalty notice or prosecution. Regular absences from school affects the pattern of a child's learning and may seriously affect their learning.

Leave of absence/holidays during term time

Leave of absence during term time is actively discouraged as it can have a negative impact on a pupil's learning, progress and ability to access the full curriculum.

Parents and carers do not have an automatic right to withdraw their children from school for family holidays during term time. In accordance with Local Authority guidance, absences for family holidays will not normally be authorised.

Where parents or carers intend to take their child out of school for a family holiday during term time, they should notify the school in advance via email to:

prif@ysgolgynraddaberaeron.ceredigion.sch.uk

This information enables the school to maintain accurate attendance records and to ensure that appropriate safeguarding procedures are followed.

The Headteacher will acknowledge receipt of the notification; however, this should not be interpreted as authorisation of the absence. Parents and carers should be aware that any absence due to a family holiday taken during term time will be recorded as an unauthorised absence unless there are exceptional circumstances.

Where parents have children attending more than one school, a separate notification should be submitted to each school.

Parents and carers are reminded that regular attendance is essential to achieving the best possible educational outcomes and that time missed from school can have a significant impact on a child's learning and progress.

Fixed Penalty Notices for Non-Attendance at School

The school may request the local authority to issue a fixed penalty notices where a parent/carer has failed to secure their child's regular attendance at school. A penalty notice can be requested against one of following criteria:

1. A minimum of 10 sessions unauthorised absence within a term and where the attendance falls below 90% in the academic year. These do not need to be consecutive absences.
2. Late arrival at school i.e. after the registration has closed and marked as 'U' code as stated in the WG codes Guidance 2010. Persistent lateness for the purposes of this document consists of at least 10 sessions of unauthorised absence (Code U) and where the attendance falls below 90% in the academic year. These do not need to be consecutive absences.
3. Where parent/carers have failed to engage with the school and/or the Education Inclusion Service in attempts to improve attendance but where court sanctions have not yet been initiated.

To comply with The Education (Penalty Notices) (Wales) Regulations 2013, Aberaeron Primary school will operate in accordance with the local authority's Code of Conduct for fixed penalty notices for regular non-attendance at school. It remains the discretion of the head teacher to authorise absences in line with The Education (Pupil Registration) (Wales) Regulations 2010 attendance codes and supplementary guidance provided by the local authority.

Each pupil's absence will be considered on its own merits and, if appropriate, a fixed penalty notice may be requested to encourage improved future attendance. If a pupil's attendance is significantly low, a

referral to the Education Welfare Service may be considered as an alternative to requesting a penalty notice.

Ultimately, if an attendance matter cannot be resolved by the school and the appropriate steps have been followed (as outlined in the 'Procedures for Non-Attendance, then a referral will be made to the Education Inclusion Service for further investigation.

Roles and responsibilities

Aberaeron Primary School is aware that ensuring regular school attendance depends on establishing and utilising close working relationships between parents, pupils, schools, the local authority and other professionals who work with children.

A key part of any successful working relationship is a clear understanding of each person's role and responsibilities, and as such the following sets out to clarify the roles and responsibilities for those people engaged with tackling absence issues.

Parent/Carer

The Education Act 1996 states that all children of compulsory school age (between 5 and 16) must access suitable, full-time education. Parents must ensure this happens by registering their child at a school or providing a suitable alternative arrangement.

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.

A pupil's punctuality is also a legal requirement and parents/carers of a pupil who is persistently late (after the close of the register) can also face legal proceedings. Sometimes, there are situations at home that may make it difficult for a pupil to arrive on time and as such due consideration is given to any help or assistance a family may need in these circumstances.

Parents should contact school on the first day that their child is absent from school. Parents should speak to school at the earliest opportunity if they are concerned that their child may be reluctant to attend.

School

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 in order to support any statutory interventions that may be required. It should be noted that it is an offence not to maintain accurate registers.

The school has the responsibility to monitor individual attendance rates at least weekly and use their own intervention methods to tackle individual pupil attendance issues where the pupil's attendance rate is 86% and above. A referral to the Education Inclusion Service should be made by the school when an individual's attendance falls into one of the below categories:

- The pupil record of 85% or less over a period of 6 weeks where the majority of absences are unauthorised.

- A block of 20 sessions without satisfactory reason.
- Consistent irregular attendance which, following investigation by the school, staff are unable to authorise.
- Medical reasons that will significantly affect pupil's attendance and learning.
- Child is missing.

However, the school can refer a pupil to the Education Inclusion Service should there be concerns for the individual's wellbeing with attendance above 85% or for Welfare check visits.

The Designated Member of Staff

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

- monitor the school's registers.
- liaise with teaching staff, in particular Heads of Years.
- meet with the Education Inclusion Service on a regular basis.
- refer to other agencies if appropriate.
- refer to the school nurse if there are doubts about the validity of an illness.
- oversee the use of standardised letters to parents addressing specific aspects of attendance and requiring parental response.
- arrange for an attendance meeting in the case of repeated, unexplained absences (school will consider inviting the named governor for attendance to such a meeting).
- ensure that the Education Inclusion Service,s role is known and understood in school.

Head Teachers will be responsible for the strategic management of attendance across the school. They will scrutinise the data on a weekly basis, monitor trends and patterns across cohort of pupils, and evaluate interventions for their impact and effectiveness and direct resources for the best possible outcome. The Head Teacher will present the data to the Governing Body on a termly basis for scrutiny.

Class Teachers will be responsible for completing the session registers fully and accurately during every registration. This practice ensures good safeguarding processes, enabling the school to know where every pupil is at the start of all sessions and for school clerks/office managers to commence the 'first day response' process if the pupil is not present.

Attendance Officer/School Clerk/Office Manager will be responsible for the daily operational duties of the attendance team. They will ensure that all registers, both session and lesson, are completed on a daily basis and if not will escalate this to the Head Teacher for action. They will undertake the 'first day response' on each

morning for those pupils whose families have not made contact. They will collate the supporting evidence, and chase any outstanding forms, absence notes, holiday request forms etc.

Education Inclusion Service

The principal function of the Education Inclusion Service is to improve attendance in all schools and alternative education provisions across the local authority by supporting pupils and their families to overcome their barriers to engagement.

The service provides support to schools, pupils and their families to ensure regular attendance and address any difficulties relating to absenteeism. The Education Inclusion Service works collaboratively with a range of support services and agencies and provides an essential link between home and school to ensure that pupils benefit from the educational opportunities available to them.

The service acts on behalf of the authority in its statutory enforcement capacity and is responsible for a number of related duties that include:

- the regulating and issuing of child employment and performance licenses for school age children and young people, and their chaperones.
- to investigate, locate and track children who are referred as "Children Missing from Education".
- to oversee the education needs of vulnerable pupils e.g. Gypsy Traveller families.
- to work in partnership with the Police in the arrangement and coordination of formal truancy operations in accordance with Crime and Disorder legislation.

Attendance initiatives

The school and local authority will work closely together to raise the awareness of school attendance, promote good attendance and tackle unauthorised absence.

The school will consider an awards system to reward pupils who have excellent or improving attendance. Any reward system must be meaningful to the children and the timing of rewards needs to be taken into account to ensure that the children can make the link between their attendance and any rewards.

The school will work with the Education Inclusion Service to undertake local authority initiatives such as the Welfare Check Visits, Meet and Greet sessions and target groups.

Categorisation of absence

All pupils who are on role but not present in the school must be recorded within one of these categories:

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

Unauthorised absence

These codes are for those sessions where pupils were absent and no reason has been provided, or whose absence is deemed to be without valid reason i.e. shopping trips, attending a concert, haircuts, missed bus, looking after sibling or unwell parents, birthdays, no uniform, holidays.

Authorised absence

These codes are for those sessions where pupils are away from school for a reason that is deemed to be valid i.e. genuine illness, unavoidable medical or dental appointments, days of religious observance, exceptional family circumstances. Evidence may be requested to support the reason given (e.g. medical evidence, appointment cards, etc.)

Approved educational activity

These codes cover types of supervised educational activity undertaken off the school site but with the approval of the school and/or the LA, where the session has been supervised by an approved tutor.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education at another venue.

Dual Registration

Pupils who attend another school or unit will be dually registered at both venues. The enrolment status within the management information system (MIS) indicates the main place of education and the subsidiary. An example would be a pupil registered at this school but attending a pupil referral unit for certain days each week. The main school will be whichever the child attends for more than 50% of their time. The other will be the subsidiary.

The school or provision where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance. School will liaise with the other education provider on a daily basis in order to identify pupils who are absent for the session and mark the register accordingly.

Retention of records

Attendance regulations stipulate that attendance records should be retained for at least three years; however, it is good practice to extend this period in line with the education record retention schedule.

Register checks

The local authority will formally check the school registers on a termly basis to ensure there is compliance with the national legislation. It should be noted that registers are legal documents and it is an offence not to maintain accurate records.

Attendance targets

The school and Governing body will make use of the attendance data available from the local authority when reviewing its targets and analysis of the outcomes in comparison with similar schools from across the region.

The head teacher will present the attendance data in each of the termly reports to the Governing body for the figures to be scrutinised against the attainment data. The Governors will have the opportunity to challenge the data alongside the practices for managing attendance, in order to tackle the overall absence rates across the school and within specific cohorts of learners.

Our school targets are: 95%

Self-Evaluation Assessment

The school will produce a self-evaluation assessment to show how the school will set about achieving its attendance targets. This will include data for vulnerable cohorts, strategic management, attendance policies and procedures, attendance management and monitoring and communication.

This self-evaluation assessment will be reviewed on an annual basis and will be used to inform the School Improvement Plan.

Monitoring And Evaluation of Policy

This policy will be reviewed annually.

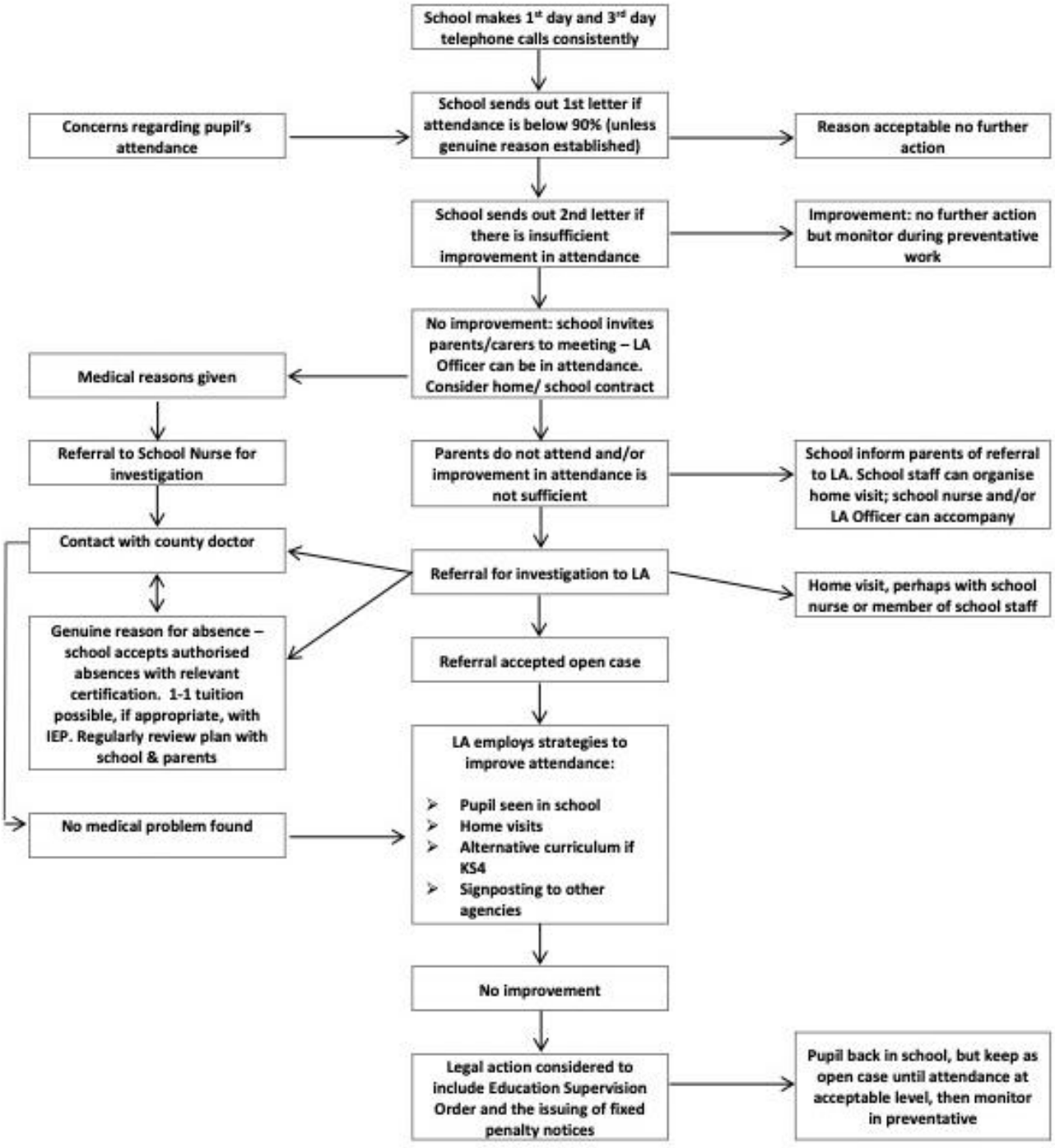
Date passed by Governing Body: ……

Chairman: ……

Designated Governor for school attendance: ……

Appendix 1

Procedures for Non-Attendance



Appendix 2

ADDYSG CYMRU
EDUCATION WALES
cenhadaeth ein cenedl | our national mission

Llywodraeth Cymru
Welsh Government

School attendance codes changes

We have updated the school attendance codes and accompanying guidance to support accurate and consistent recording of attendance across Wales. Consistent attendance enables pupils to develop key skills, build and maintain positive relationships, and remain connected to their school community.

The use of clear and consistent attendance codes helps identify patterns of absence more effectively and to take action if necessary. There are 5 categories for recording attendance. The table below shows the categories with new codes or a changed category highlighted in green.

	Category	Codes												
	Present – the pupil is in school or is attending on time.	/ \	L											
	Approved educational activity – the pupil is learning off-site, for example placements or activities approved by school.	B	B1	B2	J	P1	P2	V	W					
	Authorised absence – the pupil is absent with school approval, for example illness or agreed leave.	C1	C2	C3	C4	F	H	I1	I2	M	S	E	R	T
	Unauthorised absence – the pupil is absent without an accepted reason.	N	O	G	U									
	Not required to attend – the pupil is not expected to be in school, for example closure or dual registration days.	D1	X	Y1	Y2	Z	#							

More information can be found in the 'School attendance codes: guidance' on the Welsh Government website:

www.gov.wales/school-attendance-codes-guidance

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Revised Attendance Codes 2026

Code	Meaning	Statistical category
/\	Present at registration	Present
L	Late but arrived before the register closed	Present
B	Educated off-site (not dual registration)	Approved educational activity
B1	Pupil in receipt of online learning provided by a local authority	Approved educational activity
B2	Pupil in receipt of online learning provided by the school	Approved educational activity
J	Interview	Approved educational activity
P1	Approved sporting activity	Approved educational activity
P2	Approved performance	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience (not work based training)	Approved educational activity
C1	Other authorised circumstances (not covered by another appropriate code or description)	Authorised absence
C2	Absence due to a paid performance	Authorised absence
C3	Pupil who is flexi-schooled	Authorised absence
C4	Pupil who is on a part-time timetable	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I1	Physical illness	Authorised absence
I2	Non-physical illness	Authorised absence
M	Medical or dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Excluded but no alternative provision made	Authorised absence
R	Day set aside exclusively for religious observance	Authorised absence
T	Traveller absence	Authorised absence
N	No reason for the absence provided yet	Unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions)	Unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	Unauthorised absence
U	Late and arrived after the register closed	Unauthorised absence
D1	Dual registered (pupil attending other educational setting)	Not required to attend
X	Untimetabled sessions for non-compulsory school-age pupils	Not required to attend
Y1	Partial closure	Not required to attend
Y2	Whole-school closure	Not required to attend
Z	Pupil not on roll yet	Not required to attend
#	School closed to all pupils	Not required to attend