



Ysgol Gymraeg Casnewydd

Hartridge Farm Road, Newport NP18 2LN

Polisi Presenoldeb
Attendance Policy
2024



Polisi Presenoldeb
Clwstwr
Ysgol Gyfun Gwent Is Coed
2022-2024

Mae Polisi Presenoldeb Clwstwr Ysgol Gyfun Gwent Is Coed wedi'i gytuno gan bob ysgol a Chyrff Llywodraethu o fewn y clwstwr.

Cynnwys

[Egwyddorion, nodau ac amcanion.](#)

[Nodau ehangach y polisi presenoldeb ysgolion clwstwr](#)

[Canllawiau a Gweithdrefnau a chyfrifoldebau rhanddeiliaid](#)

[Absenoldeb o'r ysgol ac ailintegreiddio](#)

[Atodiadau](#)

Egwyddorion, nodau ac amcanion

Ein hegwyddorion cyffredin

- Mae gan bob plentyn hawl sylfaenol i gael ei addysgu, i ffynnu'n bersonol ac i gyflawni ei ganlyniadau academaidd gorau oll. Mae pob plentyn yn llawer mwy tebygol o gyflawni ei botensial os yw'n mynychu'r ysgol yn rheolaidd.
- Wedi dewis addysg cyfrwng Cymraeg i'ch plentyn, byddwch yn ymwybodol bod llwyddiant academaidd a chymdeithasol yn dibynnu ar ruglder yn y Gymraeg. Mae ein clwstwr yn teimlo'n gryf mai dim ond trwy bresenoldeb rheolaidd yn yr ysgol y gellir cyflawni hyn.
- Yn ôl y gyfraith rhaid i bob plentyn o oedran gorfodol dderbyn addysg amser llawn o ansawdd da.
- Mae gan rieni/gofalwyr ac athrawon ddyletswydd i sicrhau'r presenoldeb gorau posibl yn yr ysgol.
- Mae ein clwstwr yn disgwyl i bob dysgwr a Rhiant/Gofalwr anelu at bresenoldeb 100% ym mhob tymor a blwyddyn academaidd.

Ein nodau cyffredin:

- Meithrin a sicrhau presenoldeb uchaf posibl y dysgwyr ym mhob dosbarth a phob blwyddyn ym mhob tymor.
- Annog dysgwyr i fanteisio'n llawn ar eu cyfleoedd addysgol trwy fynychu'n rheolaidd.
- Cydnabod y ffactorau allanol sy'n dylanwadu ar bresenoldeb dysgwyr, a gweithio mewn partneriaeth â rhieni/gofalwyr a'r Swyddog Lles Addysg i fynd i'r afael ag anawsterau.

Ein hamcanion cyffredin:

- Adnabod patrymau diffyg presenoldeb yn gynnar a gweithio i ddatrys unrhyw anawsterau personol/cymdeithasol.
- Dileu absenoldebau anawdurdodedig.
- Darparu system effeithiol ac effeithlon ar gyfer monitro presenoldeb.
- Canmol lefelau uchel o bresenoldeb a gwelliant mewn presenoldeb bob tymor.

[Brig y ddogfen](#)

Nodau ehangach ein polisi presenoldeb clwstwr yw:

- Rhannu'r neges am bwysigrwydd presenoldeb a phrydlondeb rhagorol gyda phlant, pobl ifanc a'u teuluoedd.
- Cefnogi teuluoedd sydd ag anghenion unigol i wella presenoldeb a mynediad eu plant i addysg.

- Gweithio'n effeithiol gyda'n partneriaid i godi lefelau presenoldeb.
- Codi lefelau cyrhaeddiad a chyflawniad yn yr ysgol trwy ddisgwyliadau uchel o bresenoldeb a phrydlondeb rhagorol.

Nod clwstwr Ysgol Gyfun Gwent Is Coed yw sicrhau bod y ddarpariaeth a amlinellir yn y Polisi Presenoldeb yn ystyried anghenion a disgwyliadau unigol amrywiol yr holl randdeiliaid. Ein nod yw sicrhau bod pawb yn cael mynediad cyfartal i'r ddarpariaeth hon waeth beth fo'u hil, tarddiad ethnig, iaith, rhyw, anabledd, oedran, rhywioldeb, cenedligrwydd, cefndir teuluol, crefydd neu unrhyw nodweddion unigol eraill. Ein nod yw sicrhau bod yr holl randdeiliaid hefyd yn rhannu'r gwerthoedd hyn.

Mae presenoldeb rhagorol a rheolaidd yn yr ysgol yn hanfodol os yw dysgwyr am lwyddo a chyflawni eu potensial. Er mwyn sicrhau hyn, mae clwstwr Ysgol Gyfun Gwent Is Coed yn defnyddio ymagwedd ysgol gyfan tuag at bresenoldeb gydag athrawon dosbarth, Tiwtoriaid Dosbarth, timau Bugeiliol, swyddog cymorth/presenoldeb Ysgol, arweinyddiaeth ddynodedig a'r Swyddog Lles Addysgol i gyd yn ymwneud yn llawn â monitro presenoldeb dysgwyr.

Rhoddir proffil uchel i bresenoldeb rhagorol ym mhob ysgol ac anelwn i gyd at sicrhau bod y dysgwyr yn ein hysgol yn mynychu'n rheolaidd ac yn brydlon, a lle nad yw hyn yn wir, mae staff yn dilyn gweithdrefnau penodol a luniwyd i annog presenoldeb cyson.

Yr hyn y gall Rhieni/Gofalwyr ei ddisgwyl gan bob ysgol

- Polisi Presenoldeb Ysgol yr holl glwstwr sydd wedi ei gymeradwyo, yn cael ei adolygu'n rheolaidd gan y Cyrff Llywodraethol ac sydd ar gael i rieni/gofalwyr ar wefan yr ysgol (a/neu swyddfa'r ysgol).
- Cyngor ac arweiniad clir yn ymwneud â'r polisi a'r gweithdrefnau gan gynnwys y defnydd o Hysbysiadau Cosb Benodedig.
- Awyrgylch cadarnhaol a chroesawgar lle mae dysgwyr a rhieni'n teimlo'n ddiogel ac yn cael eu gwerthfawrogi.
- Cwricwlwm ysgogol, perthnasol a hygyrch i bob dysgwr.
- Monitro presenoldeb a phrydlondeb fel blaenoriaeth.
- Cofnodi presenoldeb yn rheolaidd ac yn effeithlon; ddwywaith y dydd.
- Cyswllt cynnar â rhieni pan fo dysgwr yn methu â mynychu'r ysgol heb reswm da.
- Cyswllt cynnar ar unrhyw broblemau a hysbyswyd.
- Cyfathrebu effeithlon, effeithiol a chefnogol rhwng y cartref a'r ysgol

Yr hyn y gall dysgwyr ei ddisgwyl gan yr ysgol

- Amgylchedd dysgu diogel lle mae dysgwyr yn teimlo eu bod yn cael eu gwerthfawrogi a'u bod yn ddiogel.
- Gwobrwyon a chydnyddiaeth am bresenoldeb rhagorol sy'n gwella'n gyson.
- Cefnogaeth wrth brofi unrhyw anawsterau.
- Cyswllt â'r cartref mewn achosion o salwch.
- Ymweliadau i'r cartref gan Swyddog Lles Addysg (SLIA) ysgolion, cyfarfodydd yn yr ysgol, llythyrau, a galwadau ffôn gyda Rhieni/gofalwyr ynghylch materion presenoldeb.

Bydd Gwasanaeth Lles Addysg Cyngor Dinas Casnewydd yn:

- Darparu cefnogaeth i ysgolion, dysgwyr a rhieni/gofalwyr i sicrhau presenoldeb rheolaidd, a mynd i'r afael â phroblemau sy'n ymwneud ag absenoldeb.

- Cydgysylltu ag aml-asiantaethau, er mwyn hwyluso cysylltiadau pwysig rhwng y cartref a'r ysgol, a gweithio mewn partneriaeth, fel bod dysgwyr yn elwa o'r cyfleoedd addysgol sydd ar gael iddynt.
- Darparu cefnogaeth statudol ar ffurf Hysbysiadau Cosb Benodedig, Achosion ar gyfer achosion Llys Ynadon a swyddogaeth oruchwyliol ar gyfer Gorchmynion Goruchwylio Addysg.
- Dilyniant cyflym ar atgyfeiriadau PCA (Plant sy'n Colli Addysg).

[Brig y ddogfen](#)

Canllawiau a Gweithdrefnau Polisi Presenoldeb

Yr arweinydd ysgol dynodedig ym mhob ysgol sydd â chyfrifoldeb ysgol gyfan am bresenoldeb fydd yn gyfrifol am oruchwylio presenoldeb. Rhoddir cefnogaeth gan y Swyddog Cynnal Ysgol/Presenoldeb a fydd yn gweithredu fel cydlynnydd y system SIMS.

Mae cyfrifoldebau penodol yn cynnwys:

Annog presenoldeb a phrydlondeb rhagorol, sydd yn gyfrifoldeb ar y cyd rhwng ein hysgolion, rhieni, gofalwyr, dysgwyr, staff clwstrwr a'n partneriaid clwstrwr.

Mae ein Clwstrwr ddisgwyl i bob ysgol:

- Defnyddio Polisi Presenoldeb Ysgolion Clwstrwr - i arwain olrhain a monitro presenoldeb, ac ymchwilio i unrhyw broblemau a all arwain at ddiffyg presenoldeb, gan gynnwys herio rhieni am absenoldeb salwch rheolaidd neu ysbeidiol.
- Rhoi gwybod i rieni/gofalwyr am unrhyw faterion yn ymwneud â phresenoldeb.
- Cofrestru dysgwyr yn gywir a chadw cofnodion diweddar.
- Cwblhau cyfeiriadau CME (Plant ar goll o Addysg) cywir ac amserol.
- Defnyddio ystod eang o strategaethau cymorth presenoldeb a chael system gadarn o gadw cofnodion cywir o'r holl gysylltiadau a'r camau a gymerwyd.

Cyfrifoldebau Rhiant/Gofalwr:

- Cyflawni eu dyletswydd gyfreithiol trwy sicrhau bod eu plant o oedran ysgol gorfodol yn mynychu'n rheolaidd. Dim ond oherwydd salwch gwirioneddol neu mewn amgylchiadau eithriadol y dylai absenoldebau fod.
- Sicrhau bod eu plant yn mynychu'r ysgol yn brydlon.
- Rhoi eu rhif(au) ffôn cyfredol ac o leiaf dau rif ffôn brys i'r ysgol, cyfeiriad e-bost ar gyfer cofnodion ysgol a rhoi'r wybodaeth ddiweddaraf i'r ysgol am unrhyw newidiadau.
- Hysbysu ysgolion ar bob diwrnod o absenoldeb eu plentyn.
- Cymryd gwyliau yn ystod cyfnodau gwyliau ysgol; rhaid gwneud cais am unrhyw absenoldeb yn ystod y tymor ymlaen llaw.

Cyfrifoldebau dysgwyr:

- Anelu bob blwyddyn at bresenoldeb 100% a mynychu'r ysgol yn rheolaidd.
- Dilyn gweithdrefnau cofrestru'r ysgol.
- Cyrraedd yr ysgol yn y wisg gywir a gyda'r offer cywir ar gyfer dysgu.
- Ceisio cymorth yn yr ysgol ynghylch unrhyw rwystrau i bresenoldeb, cyrhaeddiad a chyflawniad.

Mewn achos o absenoldeb bydd ein Rhieni/Gofalwyr yn:

- Cysylltu â'r ysgol dros y ffôn (01633 850804) i roi gwybod am absenoldeb.
- Trefnu apwyntiadau meddygol y tu allan i oriau ysgol pryd bynnag y bo modd.
- Trefnu gwyliau teuluol yn ystod gwyliau'r ysgol.
- Cysylltu â'r Swyddog Cynnal/Presenoldeb Ysgol i adrodd am unrhyw bryderon ynghylch presenoldeb.

Bydd ein hathrawon dosbarth cynradd a'n tiwtoriaid dosbarth uwchradd yn:

- Codi proffil a phwysigrwydd presenoldeb rhagorol.
- Monitro presenoldeb eu dosbarth/grŵp tiwtor yn ddyddiol a sicrhau bod cofnodion presenoldeb SIMS yn cael eu diweddarau.
- Cefnogi dysgwyr i gyflawni targedau presenoldeb.
- Ymdrin â phryderon presenoldeb a phrydlondeb yn gadarn.

Bydd athrawon pwnc ysgolion uwchradd yn:

- Cydgysylltu â'r Arweinwyr Lles a Chynnydd perthnasol ynghylch dysgwyr sy'n gyson hwyr neu'n absennol.
- Codi proffil a phwysigrwydd presenoldeb rhagorol.

Bydd Arweinwyr Llesiant a Chynnydd ysgolion uwchradd, gyda chefnogaeth y Swyddog Presenoldeb, yn:

- Monitro presenoldeb yn wythnosol.
- Monitro prydlondeb dysgwyr sy'n hwyr yn ddyddiol ac yn wythnosol.
- Dilyn i fyny ar bob dysgwr sydd wedi bod yn absennol am 3 diwrnod neu fwy trwy gysylltiadau cartref.
- Dilyn i fyny gyda rhieni dysgwyr sy'n hwyr yn gyson.
- Cydgysylltu â'r Swyddog Lles Addysg yn rheolaidd.
- Trafod materion presenoldeb gyda Thiwtoriaid Dosbarth mewn sesiynau briffio wythnosol a chyfarfodydd tîm.
- Dosbarthu gwobrau am bresenoldeb a sicrhau bod presenoldeb yn cael proffil uchel mewn gwasanaethau a thrwy arddangosfeydd.
- Cydlynu gwaith ar gyfer dysgwyr sydd yn absennol yn hir dymor.
- Adnabod grŵp targed o ddysgwyr y gellir gwella eu presenoldeb a gweithio gyda'r dysgwyr hyn.
- Defnyddio gwobrau presenoldeb i wella presenoldeb.
- Cyfarfod â rhieni fel y bo'n briodol.
- Darparu adroddiad rheolaidd ar bresenoldeb mewn grwpiau blwyddyn ar gyfer yr uwch arweinydd dynodedig.
- Anfon llythyrau rhybudd.
- Cyfeirio at y Swyddog Lles Addysg fel y bo'n briodol.

Bydd ein Swyddogion Cymorth/Presenoldeb Ysgol yn:

- Monitro'r system SIMS, ac adrodd pryderon a diffygion i'r athrawon dosbarth ac arweinwyr ysgol perthnasol.
- Cysylltu â'r holl ddysgwyr ar ddiwrnod cyntaf yr absenoldeb dros y ffôn/neges destun/ebost neu lythyr.
- Cyfeirio myfyrwyr sydd wedi bod yn absennol am 3 diwrnod heb unrhyw ymateb at yr Arweinydd Lles a Chynnydd neu arweinydd dynodedig yr ysgol.
- Diweddarau data presenoldeb yn ddyddiol gyda datganiadau rhieni/ffurflenni gwyliau/cofrestrau llaw.

- Cynhyrchu cofrestrau ac ystadegau bob pythefnos ac yn fisol ar gyfer arweinydd yr ysgol a'r tîm Lles a Chynnydd.
- Anfon negeseuon testun/e-byst at Rienigofalwyr dysgwyr sy'n cyrraedd yn hwyr.

Bydd yr uwch arweinydd/(Dirprwy Bennaeth yn yr ysgol uwchradd) yn:

- Sicrhau bod yr holl staff allweddol yn ymwybodol o dargedau presenoldeb ysgol gyfan a grŵp blwyddyn a chynnydd ar gyflawni'r rhain.
- Cynhyrchu dogfennau cryno i'r Llywodraethwyr a'r Pennaeth.
- Sicrhau bod rhieni, staff a dysgwyr yn ymwybodol o newidiadau i gofnodi neu adrodd ar bresenoldeb.
- Monitro presenoldeb yn wythnosol.
- Cytuno targedau presenoldeb blynyddol yn seiliedig ar ffigurau presenoldeb blaenorol.
- Cydgysylltu ag Arweinwyr Lles a Chynnydd a'r Swyddog Lles Addysgol i sicrhau bod adnoddau'n cael eu defnyddio'n effeithiol a dysgwyr yn cael eu monitro'n briodol.
- Cyfarfod â rhieni fel y bo'n briodol.
- Sicrhau bod presenoldeb yn cael ei drafod mewn cyfarfodydd bob pythefnos rhwng yr holl Arweinwyr Lles a Chynnydd a'i rheolwr llinell.
- Codi proffil presenoldeb da a gwobrwyo presenoldeb da yn rheolaidd.
- Adolygu absenoldebau anawdurdodedig parhaus a chysylltu â'r Awdurdod Lleol ynghylch cyhoeddi Hysbysiadau Cosb Benodedig.

Bydd ein Swyddog Lles Addysgol (SLIA) yn:

- Cydgysylltu â'r Swyddog Cefnogi Ysgolion ynglŷn â chysylltiadau dyddiol.
- Cyfarfod â'r arweinydd dynodedig/Dirprwy Bennaeth yn rheolaidd i drafod materion presenoldeb.
- Erllyn rhieni lle mae pob llwybr arall wedi methu.
- Ymweld â rhieni dysgwyr sydd â phresenoldeb anfodddhaol a dyfeisio cytundebau cartref-ysgol addas ar gyfer eu hailintegreiddio i'r ysgol.
- Ymweld â rhieni yn unol â chais arweinydd dynodedig yr ysgol.

[Brig y ddogfen](#)

Absenoldeb o'r ysgol ac ailintegreiddio

Absenoldeb o'r ysgol:

Bydd pob ysgol yn defnyddio'r codau awdurdodedig ac anawdurdodedig cywir, a nodir gan Lywodraeth Cymru 2010. Dim ond yn ôl disgrisiwn y Pennaeth unigol y mae awdurdodi absenoldeb.

Absenoldeb Awdurdodedig: Tybir bod absenoldeb wedi'i awdurdodi pan fo'r ysgol yn derbyn bod rheswm da dros yr absenoldeb a bod cyfathrebu wedi'i dderbyn gan y rhiant.

Absenoldeb anawdurdodedig: Tybir bod absenoldeb yn anawdurdodedig pan fo; dim cyfathrebiad gan y rhiant/gofalwr, gofynnwyd am ganiatâd i fod yn absennol ond fe'i gwrthodwyd, cymerwyd caniatâd i fod yn absennol heb gais ymlaen llaw, mae gan y plentyn salwch uwch na'r cyfartaledd, lle na ddarparwyd prawf meddygol (cerdyn apwyntiad, presgripsiwn ac ati). neu os yw'n absennol yn barhaus lle gallai cynllun presenoldeb fod yn ei le.

Codau Absenoldeb:

B - Educated off-site	Approved	Educational
C - Other authorised circumstance	Activity	
D - Dual-registered	Authorised Absence	
E - Excluded	Approved	Educational
F - Extended family holiday (agreed)	Activity	
G - Family holiday (not agreed)	Authorised Absence	
H - Family holiday (agreed)	Authorised Absence	
I - Illness	Unauthorised Absence	
J - Interview	Authorised Absence	
L - Late (before registers close)	Authorised Absence	
M - Medical appointment	Approved	Educational
N - No reason yet provided for absence	Activity	
O - Unauthorised absence	Present	
P - Approved sporting activity	Authorised absence	
R - Religious observance	Unauthorised Absence	
S - Study Leave	Unauthorised Absence	
T - Traveller absence	Approved	Educational
U - Late after registers close	Activity	
V - Educational Visit or Trip	Authorised Absence	
W - Work Experience	Authorised Absence	
Y - Partial or enforced closure	Authorised Absence	
X - Non-compulsory school age abs	Unauthorised Absence	
# - School closed to all pupils	Approved	Educational
Z - Pupils not on role	Activity	
	Attendance not required	
	Attendance not required	
	Attendance	
	Attendance not required	

Cofrestru:

- Mae gan bob ysgol ei hamseroedd cofrestru unigol eu hunain.
- Yn yr Ysgol Uwchradd, cymerir cofrestrau ym mhob gwrs bob dydd.
- Bydd plentyn sy'n cyrraedd yn hwyr a chyn cau'r cofrestrau yn derbyn marc 'L'.
- Bydd unrhyw blentyn sy'n cyrraedd ar ôl i'r cofrestrau gau yn derbyn y cod 'U', a bydd yr ysgol yn dilyn hynny fel pob absenoldeb anawdurdodedig arall.

Gweithdrefn ar gyfer Pryderon Absenoldeb:

- Marciwch y gofrestr gyda'r cod priodol.
- Yr ysgol i ymateb ar ddiwrnod cyntaf absenoldeb i'r rhiant/gofalwr trwy alwad ffôn neu e-bost.
- Pan fydd yr absenoldeb yn parhau i fod yn bryder, bydd yr ysgol yn cysylltu ymhellach â'r cartref dros y ffôn ac e-bost.

- Os oes angen, anfonwch ohebiaeth ysgrifenedig hefyd (Llythyr 1) a/neu, gwahoddwch y rhiant i gyfarfod ysgol.
- Yr ysgol i weithredu gohebiaeth bellach (llythyr 2), os nad oes digon o welliant yn y presenoldeb.
- Rhaid hysbysu'r Swyddog Lles Addysg (SLIA) am bob pryder ynghylch absenoldeb parhaus.
- Wrth i bresenoldeb wella, bydd yr ysgol yn parhau i fonitro.
- Gweithredu atgyfeiriad i'r Wasanaeth Lles am y rhesymau canlynol:
 - Pryderon parhaus.
 - Dim ymateb neu ymateb gwael gan y rhiant.
 - Rhiant yn methu ag ymgysylltu'n llawn.
- Rhaid i'r ysgol barhau i roi'r wybodaeth ddiweddaraf i'r SLIA yn rheolaidd ynghylch yr holl bryderon ynghylch absenoldeb.

Apwyntiadau Meddygol:

Bydd pob ysgol yn codio absenoldebau 'M' fel rhai meddygol os oes digon o dystiolaeth wedi'i ddarparu gan y rhiant/gofalwr.

Mae ein clwstwr yn cadw'r hawl i ymddiried yn yr hyn y mae ein rhieni/gofalwyr yn ei ddweud wrthym, ond ar gyfer absenoldeb meddygol estynedig, neu os oes unrhyw amheuaeth ynghylch absenoldeb, gofynnir am gerdyn apwyntiad neu lythyr.

Trwyddedau Adloniant:

Bydd ysgolion ond yn ystyried rhoi caniatâd i fod yn absennol i ddysgwyr os oes ganddynt Trwydded Adloniant / Perfformio diweddar.

[Brig y ddogfen](#)

Absenoldeb o'r ysgol ac ailintegreiddio

Absenoldeb yn ystod y tymor:

Mae Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) yn ei gwneud yn glir na chaiff Penaethiaid awdurdodi unrhyw ganiatâd i fod yn absennol yn ystod y tymor oni bai bod amgylchiadau eithriadol. Os caniateir wyliau, dylai Penaethiaid bennu nifer y dyddiau ysgol y gall plentyn fod i ffwrdd o'r ysgol.

Bydd caniatâd i fod yn absennol yn cael ei ystyried gan y Pennaeth/arweinydd presenoldeb a'r Corff Llywodraethol ac yn ôl eu disgrisiwn. Er mwyn i'r cyfnod o absenoldeb gael ei awdurdodi, rhaid bodloni'r holl feini prawf canlynol:

- Mae'r plentyn o oedran ysgol statudol (5 oed a hŷn).
- Mae lefel presenoldeb cyfartalog y plentyn ar draws y 12 mis cyn y dyddiad y gwneir cais amdano yn 95% neu'n uwch.
- Uchafswm yr amser a ganiateir ar gyfer unrhyw absenoldeb fydd 10 diwrnod.
- Mae'r plentyn bob amser yn cyrraedd yr ysgol yn brydlon.
- Nid yw cofnod presenoldeb y plentyn ar gyfer y flwyddyn academaidd gyfredol yn dangos unrhyw absenoldebau anesboniadwy neu anawdurdodedig.
- Nid yw'r gwyliau y gofynnir amdanynt yn dod o fewn y cyfnod asesu/arholiad ar gyfer y grŵp blwyddyn.

Ceisiadau gwyliau:

Yn unol â chanllawiau Awdurdodau Lleol Casnewydd a Sir Fynwy, dim ond mewn amgylchiadau arbennig neu eithriadol y gall ysgolion awdurdodi absenoldeb oherwydd gwyliau teuluol. Mae'r Clwstwr yn defnyddio dull cyson ac nid yw'n awdurdodi gwyliau yn ystod y tymor yn awtomatig. Ni fydd Ysgol Gymraeg Casnewydd yn awdurdodi gwyliau yn ystod y tymor. Gellir rhoi HCB (gweler isod) os cymerir nifer sylweddol iawn o ddiwrnodau ar gyfer gwyliau.

Hysbysiadau Cosb Benodedig:

*Bydd pob ysgol yn y clwstwr yn cymryd ei safbwynt ei hun ar fater HCB, yn unol â'u cyd-destun a'u dealltwriaeth o'r ffordd orau o fynd i'r afael ag absenoldeb o'r ysgol. Felly, y Pennaeth a'r Corff Llywodraethol ym mhob ysgol unigol sy'n penderfynu ar y mater o HCB.

Ar gyfer yr ysgolion hynny yn y clwstwr sy'n defnyddio Hysbysiadau Cosb Benodedig, gellir ystyried y rhain yn briodol pan:

- Collir o leiaf 10 sesiwn (5 diwrnod ysgol) oherwydd absenoldeb anawdurdodedig yn ystod y tymor presennol. Nid oes angen i'r rhain fod yn olynol.
- Absenoldeb anawdurdodedig o 10 sesiwn o leiaf (5 diwrnod ysgol) oherwydd gwyliau yn ystod y tymor neu oedi wrth ddychwelyd o wyliau estynedig.
- Cyrraedd yr ysgol yn hwyr yn barhaus, h.y., ar ôl i'r gofrestr gau, yn y tymor presennol. Mae "parhaus" yn golygu o leiaf 10 sesiwn cyrraedd yn hwyr.
- Triwantiaeth, lle mae'r plentyn wedi dod i sylw'r Heddlu neu'r cyhoedd yn ystod oriau ysgol am fod yn absennol o'r ysgol, heb reswm derbyniol.
- Ar hyn o bryd gosodir Hysbysiadau Cosb Benodedig ar £60 a rhaid eu talu o fewn 28 diwrnod. Mae peidio â thalu o fewn yr amserlen hon yn arwain at gyfanswm Cosb o £120. Bydd peidio â thalu dirwyon yn arwain at erlyniad.

Plant sydd ar goll o Addysg (CME):

- Os bydd y plentyn yn methu â dychwelyd i'r ysgol ar y dyddiad a gytunwyd, rhaid i'r ysgol weithredu ac ystyried dilyn y broses Plentyn ar Goll o Addysg.
- Pan fydd absenoldeb plentyn yn anesboniadwy, bydd ysgolion yn cysylltu â'r rhieni ar ddiwrnod cyntaf yr absenoldeb ac yn ymdrechu i barhau i gysylltu trwy gydol y dydd hyd nes y gallant siarad â'r rhiant/gofalwr.
- Os yw'r absenoldeb yn parhau heb ei esbonio, rhaid i'r ysgol gymryd camau i sefydlu diogelwch y plentyn a ble mae'r plentyn.
- Dylid gwneud pob ymholiad rhesymol gyda chysylltiadau brys, ffrindiau yn yr ysgol a chymdogion cyn i atgyfeiriad PCA i'r Awdurdod Lleol gael ei gwblhau.
- Dylid gwneud yr atgyfeiriad PCA i'r Awdurdod Lleol ar ôl i ymholiadau fod yn aflwyddiannus.
- Os yw plentyn yn symud allan o Awdurdod Cyngor Dinas Casnewydd, nad yw'n mynychu'r ysgol a'r ysgol yn methu â dod o hyd i'r plentyn / teulu, rhaid gweithredu atgyfeiriad PCA i'r Awdurdod Lleol.

Derbyn a dileu dysgwyr o gofrestr yr ysgol:

- Mae'n ofynnol i ysgolion hysbysu'r Awdurdod Lleol ym mhob amgylchiad pan fyddant ar fin dileu enw dysgwr oddi ar y gofrestr derbyniadau.

- Byddai hyn yn cynnwys hysbysu'r Awdurdod Lleol o enw'r dysgwr, cyfeiriad, enw(au) rhieni, cyfeiriad e-bost rhieni a rhifau ffôn cyswllt, cyrchfan newydd disgwylidig ac enw ysgol newydd arfaethedig / Awdurdod Lleol, o fewn 5 diwrnod i'r disgybl adael ei ysgol.

Ail-integreiddio:

Mae gan yr ysgol drefniadau i ailintegreiddio dysgwyr sydd wedi bod yn absennol am gyfnodau estynedig. Mewn achosion o'r fath bydd pob dysgwr yn cael ei drin yn unigol, a gwneir trefniadau sydd fwyaf priodol i amgylchiadau'r unigolyn. Mae'r holl gynlluniau ailintegreiddio yn cael eu ffurfioli gan arweinydd dynodedig yr ysgol ar gyfer presenoldeb ar y cyd â'r staff cefnogi.

[Brig y ddogfen](#)

Atodiadau

Atodiad 1 – Esiampl o lythyron absenoldeb / absence letters

Atodiad 2

Effaith colli ysgol

Days	Attendance	Days Lost	Weeks Lost
190	100%	0	
189	99.47%	1	
188	98.95%	2	
187	98.42%	3	
186	97.89%	4	
185	97.37%	5	1 School Week
184	96.84%	6	
183	96.32%	7	
182	95.79%	8	
181	95.26%	9	
180	94.74%	10	2 School Weeks
179	94.21%	11	
178	93.68%	12	
177	93.16%	13	
176	92.63%	14	
175	92.11%	15	3 School Weeks
174	91.58%	16	
173	91.05%	17	
172	90.53%	18	
171	90%	19	
170	89.47%	20	4 School Weeks
169	88.95%	21	
168	88.42%	22	
167	87.89%	23	
166	87.37%	24	
165	86.84%	25	5 School Weeks
164	86.32%	26	
163	85.79%	27	
162	85.26%	28	

161	84.74%		
160	84.21%		6 School Weeks
159	83.68%		
158	83.16%		
157	82.63%		
156	82.11%		
155	81.58%		7 School Weeks
154	81.05%		
153	80.53%		
152	80%		
151	79.47%		
150	78.95%		8 School Weeks
149	78.42%		
148	77.89		

Parent/Guardian of «forename» «surname»
«address_block»

Attendance Information

«date_of_printing»

Dear Parent/Guardian of

Name of pupil: «forename» «surname»

Class: «reg»

Your child's attendance is currently «percentage_attendance» %

As part of our commitment to our pupils we monitor attendance on a regular basis. At present your child's attendance is in the **Amber Zone** and is below the school and local authority target of 95%.

Attendance Over a Full Year	School Days Missed Over a Full Year	Impact
100% 190 days	No lessons missed	Gold Standard These pupils have the best chance of getting the top grades and jobs.
95 - 99% 181-188 days	2 to 9 school days missed	Green Standard These pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95% 175 – 181 days	9 to 15 school days missed	Amber Standard It will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92% 175 days & under	Over 15 school days missed	Red Standard These pupils are missing too much school. This is likely to affect their grades.

Thank you for working with us to give your child the best possible chance to achieve success.

If you would like to talk to someone about your child's attendance please do not hesitate to contact the school.

Best wishes,

Head teacher

Riant / Warcheidwad: «forename» «surname»
«address_block»

Gwybodaeth am Bresenoldeb

«date_of_printing»

Annwyl Riant / Warcheidwad

Enw'r plentyn: «forename» «surname»

Dosbarth: «reg»

Cyfradd presenoldeb presennol eich plentyn yw «percentage_attendance» %

Fel rhan o'n hymrwymiad i'n disgyblion rydym yn monitro presenoldeb yn rheolaidd. Ar hyn o bryd mae presenoldeb eich plentyn yn **Ambr** sy'n is na tharged yr ysgol a'r awdurdod lleol o 95%.

Presenoldeb Dros Flwyddyn Lawn	Nifer y Diwrnodau Ysgol A Fethwyd Dros Flwyddyn Lawn	Effaith
100% 190 diwrnod	Ni fethwyd unrhyw wersi	Y Safon Aur Y disgyblion hyn sydd â'r siawns orau o gael graddau a swyddi da
95 - 99% 181-188 diwrnod	Methwyd 2 i 9 diwrnod ysgol	Y Safon Werdd Y disgyblion hyn sydd fwyaf tebygol o gael y graddau gorau yn yr ysgol a swyddi da
92 – 95% 175 – 181 diwrnod	Methwyd 9 i 15 diwrnod ysgol	Y Safon Ambr Bydd yn anodd i'r disgyblion hyn ddal i fyny â gwaith a chael y graddau gorau yn yr ysgol.
O dan 92% 175 diwrnod ac is	Wedi colli mwy na 15 diwrnod ysgol	Y Safon Goch Mae'r disgyblion hyn yn absennol o'r ysgol yn rhy aml. Mae hyn yn debygol o effeithio ar eu graddau.

Diolch am weithio gyda ni i roi'r cyfle gorau posibl i'ch plentyn gyflawni llwyddiant.

Os hoffech siarad â rhywun am bresenoldeb eich plentyn cysylltwch â'r ysgol.

Cofion gorau,,

Pennaeth

Parent/Guardian of «forename» «surname»
«address_block»



Attendance Information

«date_of_printing»

Dear Parent/Guardian of

Name of pupil: «forename» «surname»

Class: «reg»

Your child's attendance is currently «percentage_attendance» %

We wish to congratulate your child on their excellent attendance of 100% so far this year. This is an excellent achievement and what we would consider to be the **Gold** standard.

Attendance Over a Full Year	School Days Missed Over a Full Year	Impact
100% 190 days	No lessons missed	Gold Standard These pupils have the best chance of getting the top grades and jobs.
95 - 99% 181-188 days	2 to 9 school days missed	Green Standard These pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95% 175 – 181 days	9 to 15 school days missed	Amber Standard It will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92% 175 days & under	Over 15 school days missed	Red Standard These pupils are missing too much school. This is likely to affect their grades.

Thank you for working with us to give your child the best possible chance to achieve success.

If you would like to talk to someone about your child's attendance please do not hesitate to contact the school.

Best wishes,

Head teacher

Riant/Warcheidwad: «forename» «surname»
«address_block»

AUR

Gwybodaeth am Bresenoldeb

«date_of_printing»

Annwyl Riant/Warcheidwad

Enw'r plentyn: «forename» «surname»

Dosbarth: «reg»

Cyfradd presenoldeb presennol eich plentyn yw «percentage_attendance» %

Hoffwn longyfarch eich plentyn ar ei bresenoldeb rhagorol o 100% hyd yn hyn eleni. Mae hwn yn gyflawniad rhagorol ac yn cael ei ystyried fel y safon **Aur**.

Presenoldeb Dros Flwyddyn Lawn	Nifer y Diwrnodau Ysgol A Fethwyd Dros Flwyddyn Lawn	Effaith
100% 190 diwrnod	Ni fethwyd unrhyw wersi	Y Safon Aur Y disgyblion hyn sydd â'r siawns orau o gael graddau a swyddi da.
95 - 99% 181-188 diwrnod	Methwyd 2 i 9 diwrnod ysgol	Y Safon Werdd Y disgyblion hyn sydd fwyaf tebygol o gael y graddau gorau yn yr ysgol a swyddi da
92 – 95% 175 – 181 diwrnod	Methwyd 9 i 15 diwrnod ysgol	Y Safon Ambr Bydd yn anodd i'r disgyblion hyn ddal i fyny â gwaith a chael y graddau gorau yn yr ysgol.
O dan 92% 175 diwrnod ac is	Wedi colli mwy na 15 diwrnod ysgol	Y Safon Goch Mae'r disgyblion hyn yn absennol o'r ysgol yn rhy aml. Mae hyn yn debygol o effeithio ar eu graddau.

Diolch am gydweithio â ni i roi'r cyfle gorau posibl i'ch plentyn lwyddo.

Os hoffech siarad â rhywun am bresenoldeb eich plentyn, mae croeso i chi gysylltu â'r ysgol.

Cofion gorau,

Pennaeth

Parent/Guardian of «forename» «surname»
«address_block»



«date_of_printing»

Attendance Information

Dear Parent/Guardian of

Name of pupil: «forename» «surname»

Class: «reg»

Your child's attendance is currently «percentage_attendance» %

As part of our commitment to our pupils we monitor attendance on a regular basis. We are delighted that your child's attendance is in the **Green Zone** and is equal to or above the school and local authority target of 95%.

Attendance Over a Full Year	School Days Missed Over a Full Year	Impact
100% 190 days	No lessons missed	Gold Standard These pupils have the best chance of getting the top grades and jobs.
95 - 99% 181-188 days	2 to 9 school days missed	Green Standard These pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95% 175 – 181 days	9 to 15 school days missed	Amber Standard It will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92% 175 days & under	Over 15 school days missed	Red Standard These pupils are missing too much school. This is likely to affect their grades.

Thank you for working with us to give your child the best possible chance to achieve success.

If you would like to talk to someone about your child's attendance please do not hesitate to contact the school.

Best wishes,

Head teacher

Riant / Warcheidwad: «forename» «surname»
«address_block»



Gwybodaeth am Bresenoldeb

«date_of_printing»

Annwyl Riant / Warcheidwad

Enw'r plentyn: «forename» «surname»

Dosbarth: «reg»

Cyfradd presenoldeb presennol eich plentyn yw «percentage_attendance» %

Fel rhan o'n hymrwymiad i'n disgyblion rydym yn monitro eu presenoldeb yn rheolaidd. Rydym yn falch o ddweud bod presenoldeb eich plentyn yn y **Parth Gwyrdd** ac yn hafal neu'n uwch na tharged yr ysgol a'r awdurdod lleol, sef 95%.

Presenoldeb Dros Flwyddyn Lawn	Nifer y Diwrnodau Ysgol A Fethwyd Dros Flwyddyn Lawn	Effaith
100% 190 diwrnod	Ni fethwyd unrhyw wersi	Y Safon Aur Y disgyblion hyn sydd â'r siawns orau o gael graddau a swyddi da
95 - 99% 181-188 diwrnod	Methwyd 2 i 9 diwrnod ysgol	Y Safon Werdd Y disgyblion hyn sydd fwyaf tebygol o gael y graddau gorau yn yr ysgol a swyddi da
92 – 95% 175 – 181 diwrnod	Methwyd 9 i 15 diwrnod ysgol	Y Safon Ambr Bydd yn anodd i'r disgyblion hyn ddal i fyny â gwaith a chael y graddau gorau yn yr ysgol.
O dan 92% 175 diwrnod ac is	Wedi colli mwy na 15 diwrnod ysgol	Y Safon Goch Mae'r disgyblion hyn yn absennol o'r ysgol yn rhy aml. Mae hyn yn debygol o effeithio ar eu graddau.

Diolch am gydweithio â ni i roi'r cyfle gorau posibl i'ch plentyn lwyddo.

Os hoffech siarad â rhywun am bresenoldeb eich plentyn, mae croeso i chi gysylltu â'r ysgol.

Cofion gorau,,

Pennaeth

Parent/Guardian of «forename» «surname»
«address_block»

Attendance Information

«date_of_printing»

Dear Parent/Guardian of

Name of pupil: «forename» «surname»

Class: «reg»

Your child's attendance is currently «percentage_attendance» %

As part of our commitment to our pupils we monitor attendance on a regular basis. At present your child's attendance is in the **Red Zone** and is below the school and local authority target of 95%.

Attendance Over a Full Year	School Days Missed Over a Full Year	Impact
100% 190 days	No lessons missed	Gold Standard These pupils have the best chance of getting the top grades and jobs.
95 - 99% 181-188 days	2 to 9 school days missed	Green Standard These pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95% 175 – 181 days	9 to 15 school days missed	Amber Standard It will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92% 175 days & under	Over 15 school days missed	Red Standard These pupils are missing too much school. This is likely to affect their grades.

Thank you for working with us to give your child the best possible chance to achieve success.

If you would like to talk to someone about your child's attendance please do not hesitate to contact the school.

Best wishes,

Head teacher

Riant / Warcheidwad: «forename» «surname»
«address_block»

Gwybodaeth am Bresenoldeb

«date_of_printing»

Annwyl Riant / Warcheidwad

Enw'r plentyn: «forename» «surname»

Dosbarth: «reg»

Cyfradd presenoldeb presennol eich plentyn yw «percentage_attendance» %

Fel rhan o'n hymrwymiad i'n disgyblion rydym yn monitro eu presenoldeb yn rheolaidd. Ar hyn o bryd mae cyfradd presenoldeb eich plentyn yn y **Parth Coch** is na tharged yr ysgol a'r awdurdod lleol, sef 95%.

Presenoldeb Dros Flwyddyn Lawn	Nifer y Diwrnodau Ysgol A Fethwyd Dros Flwyddyn Lawn	Effaith
100% 190 diwrnod	Ni fethwyd unrhyw wersi	Y Safon Aur Y disgyblion hyn sydd â'r siawns orau o gael graddau a swyddi da
95 - 99% 181-188 diwrnod	Methwyd 2 i 9 diwrnod ysgol	Y Safon Werdd Y disgyblion hyn sydd fwyaf tebygol o gael y graddau gorau yn yr ysgol a swyddi da
92 – 95% 175 – 181 diwrnod	Methwyd 9 i 15 diwrnod ysgol	Y Safon Ambr Bydd yn anodd i'r disgyblion hyn ddal i fyny â gwaith a chael y graddau gorau yn yr ysgol.
O dan 92% 175 diwrnod ac is	Wedi colli mwy na 15 diwrnod ysgol	Y Safon Goch Mae'r disgyblion hyn yn absennol o'r ysgol yn rhy aml. Mae hyn yn debygol o effeithio ar eu graddau.

Diolch am gydweithio â ni i roi'r cyfle gorau posibl i'ch plentyn lwyddo.

Os hoffech siarad â rhywun am bresenoldeb eich plentyn, mae croeso i chi gysylltu â'r ysgol.

Cofion gorau,,

Pennaeth

[Brig y ddogfen](#)



Clwstwr

Ysgol Gyfun Gwent Is Coed

Attendance Policy

2022-2024

Ysgol Gyfun Gwent Is Coed's Cluster Attendance Policy has been agreed by all schools and Governing Bodies within the cluster.

Contents

[Principles, aims and objectives.](#)

[The wider aims of the cluster school attendance policy](#)

[Guidance and Procedures and stakeholder responsibilities](#)

[Absence from school and re-integration](#)

[Appendices](#)

Principles, aims and objectives

Our shared principles

- Every child has a fundamental right to be educated, to flourish personally and to achieve their very best academic results. All children are far more likely to fulfil their potential if they attend school regularly.
- Having chosen Welsh medium education for your child, you will be aware that academic and social success are dependent on fluency in the Welsh language. Our cluster feels strongly that this can only be achieved through regular attendance at school.

- By law all children of compulsory age must receive a good quality full-time education.
- Parents/Carers and teachers have a duty to ensure the best possible attendance at school.
- Our cluster expect every learner and Parent/Carer to aim for 100% attendance in each academic term and year.

Our shared aims

- To foster and ensure maximum learner attendance in every class and every year group in every term.
- To encourage learners to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence learner attendance and work in partnership with parents/Carers and the EWO to address difficulties.

Our shared objectives

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To eliminate unauthorised absences.
- To provide an effective and efficient system for the monitoring of attendance.
- To praise high levels of attendance and improvement in attendance every term.

[Top of the Document](#)

The wider aims of our cluster attendance policy are to:

- Share the message of the importance of excellent attendance and punctuality with children, young people and their families.
- Support families with individual needs to improve attendance and their access to education.
- Work effectively with our partners to maximise levels of attendance.
- Raise levels of attainment and achievement at school through high expectations of excellent attendance and punctuality.

Ysgol Gyfun Gwent Is Coed's cluster aims to ensure that the provision outlined in the Attendance Policy considers the varied individual needs and expectations of all stakeholders. We aim to ensure that everyone has equal access to this provision regardless of race, ethnic origin, language, gender, disability, age, sexuality, nationality, family background, religion or any other individual characteristics. We aim to ensure that all stakeholders also share these values.

Excellent and regular attendance at school is essential if learners are to succeed and fulfil their potential. To ensure this, Ysgol Gyfun Gwent Is Coed's cluster employs a whole school approach toward attendance with class teachers, Form Tutors, Pastoral teams, School support/attendance officer, designated leadership and the Educational Welfare Officer all fully involved in monitoring learner attendance.

Excellent attendance is given a high profile throughout all schools and we all aim to ensure that the learners in our school attend regularly and on time, and where this is not the case, staff follow a staged procedure designed to encourage consistent attendance.

What Parents/Carers can expect from each school

- An all cluster School Attendance Policy which has been approved, is reviewed regularly by the Governing Bodies and is available to parents/carers on the school website (and/or the school office)
- Clear advice and guidance relating to the policy and procedures including the use of Fixed Penalty Notices.
- A positive and welcoming atmosphere in which learners and parents feel safe, secure and valued.
- A motivating, relevant and accessible curriculum for all learners.
- A high priority of attendance and punctuality monitoring.
- Regular and efficient recording of attendance; twice daily.

- Early contact with parents when a learner fails to attend school without good reason.
- Early contact on any notified problems.
- Efficient, effective and supportive communication between home and school

What learners can expect from school

- A safe learning environment in which learners feel valued and secure.
- Consistently applied rewards and recognition for excellent and improving attendance.
- Support when experiencing any difficulties.
- Contact with home when feeling unwell.
- Home visits from the schools Education Welfare Officer (EWO), School meetings, letters, and telephone calls with Parent/carers regarding attendance issues.

Newport City Council Education Welfare Service will:

- Provide support to schools, learners and parents/carers to ensure regular attendance and address problems relating to absenteeism.
- Liaise with multi-agencies, in order to assist with providing important links between home and school and will work in partnership, so that that learners will benefit from the educational opportunities available to them.
- Provide statutory support in the form of Fixed Penalty Notices, Cases for Magistrates Court proceedings and supervisory function for Education Supervision Orders.
- Swift follow up on CME (Children Missing Education) referrals.

[Top of the Document](#)

Attendance Policy Guidance and Procedures

The oversight of attendance will be the responsibility of the designated school leader in each school with the whole school responsibility for Attendance. Support will be given by the School Support/Attendance officer who will act as coordinator of the SIMS system.

Specific responsibilities include:

Encouraging excellent attendance and punctuality is the shared responsibility of our schools, parents, carers, learners, cluster staff and our cluster partners.

Our Cluster can expect all schools to:

- Use the Cluster Schools Attendance Policy - to guide attendance tracking and monitoring and investigate any problems that may lead to non-attendance including challenging parents about regular or intermittent illness absence.
- Keep parent/carers informed of any attendance related issues.
- Register learners accurately and keep up to date records.
- Complete accurate and timely CME (Child Missing Education) referrals.
- Use a wide range of attendance support strategies and have a robust system of keeping accurate records of all contacts and actions taken.

Parent/Carer Responsibilities:

- To perform their legal duty by ensuring their children of compulsory school age attend regularly. Absences should only be for genuine illness or in exceptional circumstances.
- To ensure their children attend school punctually.

- To provide school with their current and at least two emergency telephone number(s), an email address for school records and keep school updated on any changes.
- To inform schools on each day of their child's absence.
- To take holidays during the school holiday periods; any leave of absence during term time must be applied for in advance.

Learner responsibilities

- To aim each year for 100% attendance and to attend school regularly.
- To follow school procedures for registration.
- To arrive at school in the correct uniform and equipped for learning.
- To seek support in school regarding any barriers to attendance, attainment and achievement.

In the case of absence our Parents/Carers will:

- Contact school via telephone to notify of absence.
- Arrange medical appointments outside school time whenever possible.
- Arrange family holidays during the school holidays.
- Contact the School Support/Attendance Officer to report any attendance concerns.

Our primary class teachers and secondary form tutors will:

- Raise the profile and importance of excellent attendance.
- Monitor attendance of their class/tutor group daily and ensure SIMS attendance records are updated.
- Support learners in achieving attendance targets.
- Follow up attendance and punctuality concerns, robustly.

Secondary school subject teachers will:

- Liaise with Leaders of Wellbeing and Progress about learners whose learning is being negatively affected by repeated lateness or absence.
- Raise the profile and importance of excellent attendance.

Secondary school setting Leaders of Wellbeing and Progress, with the support of the Attendance Officer, will:

- Monitor attendance weekly.
- Monitor the lateness of learners who are late on a daily and weekly basis.
- Follow up on all learners who have been absent for 3 days or more through home contacts.
- Follow up with the parents of students who are repeatedly late.
- Liaise with the Educational Welfare Officer on a regular basis.
- Discuss attendance issues with Form Tutors at weekly briefing sessions and team meetings.
- Distribute rewards for attendance and ensure attendance receives a high profile in assemblies and through displays.
- Co-ordinate work for long-term absentees.
- Target a 'spotlight group' of learners whose attendance can be improved and work with these students.
- Use attendance rewards to improve attendance.
- Meet with parents as appropriate.
- Provide a regular report on attendance in year groups for the designated senior lead.
- Issue warning letters.
- Refer to the Education Welfare Officer as appropriate.

Our School Support /Attendance Officers will:

- Monitor the SIMS system, and report concerns and faults to the relevant class teachers and school leaders.
- Contact all learners on first day of absence by telephone/text message/email or letter.

- Refer students who have been absent for 3 days with no response to the Leader of Wellbeing and Progress or designated school lead.
- Update attendance data daily with parental returns/holiday forms/manual registers.
- Produce registers and statistics fortnightly, monthly for the school lead and Pastoral team.
- Send text messages/emails to Parents/carers of students who arrive late.

The designed senior lead/(In Secondary school this is the Deputy Head) will:

- Ensure that all key staff are aware of whole school and year group attendance targets and progress on achieving these.
- Produce summary documents for Governors and the Headteacher.
- Ensure parents, staff and students are made aware of changes to attendance recording or reporting.
- Monitor attendance weekly.
- Negotiate annual attendance targets based on previous attendance figures.
- Liaise with Leaders of Wellbeing and Progress and the Educational Welfare Officer to ensure resources are used effectively and learners monitored appropriately.
- Meet with parents as appropriate.
- Ensure attendance is discussed in fortnightly meetings between all Leaders of Wellbeing and Progress and line managers.
- Raise the profile of, and reward, good attendance on a regular basis.
- Review persistent unauthorised absences and liaise with the Local Authority over the issue of Fixed Penalty Notices.

Our Educational Welfare Officer (EWO) will:

- Liaise with the School Support Officer about daily contacts.
- Meet with the designated lead/Deputy Head regularly to discuss attendance issues.
- Prosecute parents where all other avenues have failed.
- Visit parents of learners who have unsatisfactory attendance and devise suitable home-school agreements for their reintegration to school.
- Visit parents as requested by the designated school leader.

[Top of the Document](#)

Absence from school and re-integration

Absence from school: All schools will use the correct authorised and unauthorised codes, set out by the Welsh Government 2010. Authorisation of absence is only at the discretion of the individual Head Teacher.

Authorised absence: An absence is deemed authorised when the school accepts that there is good reason for the absence and communication from the parent has been received.

Unauthorised absence: An absence is deemed unauthorised when there is; no communication from the parent/carer, leave of absence has been requested but declined, leave of absence has been taken without prior request, the child has higher than average illness, where no medical proof (appointment card, prescription etc.) has been provided or is a persistent absentee where an attendance plan may be in place.

Absence Codes:

B - Educated off-site	Approved Educational Activity
C - Other authorised circumstance	Authorised Absence
D - Dual-registered	Approved Educational Activity
E - Excluded	Authorised Absence
F - Extended family holiday (agreed)	Authorised Absence
G - Family holiday (not agreed)	Unauthorised Absence
H - Family holiday (agreed)	Authorised Absence
I - Illness	Authorised Absence
J - Interview	Approved Educational Activity
L - Late (before registers close)	Present
M - Medical appointment	Authorised absence
N - No reason yet provided for absence	Unauthorised Absence
O - Unauthorised absence	Unauthorised Absence
P - Approved sporting activity	Approved Educational Activity
R - Religious observance	Authorised Absence
S - Study Leave	Authorised Absence
T - Traveller absence	Authorised Absence
U - Late after registers close	Unauthorised Absence
V - Educational Visit or Trip	Approved Educational Activity
W - Work Experience	Approved Educational Activity
Y - Partial or enforced closure	Attendance not required
X - Non-compulsory school age abs	Attendance not required
# - School closed to all pupils	Attendance
Z - Pupils not on roll	Attendance not required

Registration:

- All schools have their own individual registration times.
- In Secondary school, registers will be taken in each lesson every day.
- A child arriving late and before the registers are closed will receive an 'L' mark.
- Any child arriving after the registers have closed will receive the 'U' code, which will be followed up by school as with all other unauthorised absences.

Procedure for Absence Concerns:

- Mark register with the appropriate code.
- School to initiate first day response to Parent/carer via telephone call or email.
- When the absence remains a concern, school will make further contact with home via phone and email.
- If required, also send written correspondence (Letter 1) and/or, invite the parent for a school meeting.
- School to action further correspondence (letter 2), should there be insufficient improvement with the attendance.
- All on-going absence concerns, must be reported to the Education Welfare Officer (EWO).
- As attendance improves, school will continue to monitor.
- Action a referral to EWS for the following reasons:
 - On-going concerns.
 - No response or poor response from the parent.
 - Parent fails to fully engage.
- School must continue to keep the EWO regularly update with all absence concerns.

Medical Appointments:

All schools will code absences 'M' as medical if sufficient evidence has been provided by the parent/carer.

Our cluster reserves the right to trust what our parent/carers tell us, but for extended medical absence or if there is any doubt about absence then an appointment card or letter will be requested.

Entertainment Licenses:

Schools will only consider granting leave of absence for pupils who are in possession of an up to date Entertainment / Performance License.

Leave of absence in term time

The Education (Pupil Registration) (Wales) Regulations, make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, Head Teachers should determine the number of school days a child can be away from school.

Leave of absence will be considered by the Headteacher/attendance lead and the Governing Body and is at their discretion. For the leave of absence to be authorised, all of the following criteria must be met:

- The child is of statutory school age (5 years and above).
- The child's average level of attendance across the rolling 12 months prior to the date of requested leave is 95% or above.
- The maximum amount of time authorised for any leave of absence would be 10 days.
- The child is always punctual to school.
- The child's attendance record for the current academic year shows no unexplained or unauthorised absences.
- The requested leave does not fall within the assessment/examination period for the year group.

Holiday requests

In accordance with Newport and Monmouthshire Local Authorities' guidance, schools can only authorise absence due to family holidays in special or exceptional circumstances. The Cluster takes a consistent approach and does not automatically authorise holidays in term-time. Ysgol Gymraeg Casnewydd will not authorise holidays in term time. FPNs may be issued if a highly significant number of days are taken for holiday.

Fixed Penalty Notices

***Each school in the cluster will take its own stance on the issue of FPNs in accordance with their context and understanding of the best way to tackle absence from school.** Therefore, the decision around the issue of an FPN rests with the Head teacher and the Governing Body in each individual school.

For those schools in the cluster using FPNs, these may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive.
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays.
- Persistent late arrive at school, i.e., after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival.
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.
- Fixed Penalty notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines will result in prosecution.

Child Missing Education (CME)

- If the child fails to return to school on the agreed date, the school must take action and consider following the Child Missing in Education process.
- When a child's absence is unexplained, schools will contact the parents on the first day of absence and endeavour to continue to make contact throughout the day until they can speak with the parent/carer.
- If the absence remains unexplained, the school must take steps to establish the child's safety and whereabouts.
- All reasonable enquires with emergency contacts, friends in school and neighbours should be made before a CME referral to the Local Authority is completed.

- The CME referral should be made to the Local Authority after enquiries have proved unsuccessful.
- If a child moves out of the Newport City Council Authority, not attending school and school are unable to locate the child / family, a CME referral to the Local Authority must be actioned.

Admissions and deletions from school roll:

- Schools are required to inform the Local Authority in every circumstance when they are about to delete a learner's name from the admissions register.
- This would include informing the Local Authority of the learner's name, address, parents' name(s), parents email address and contact telephone numbers, expected new destination and proposed new school name / Local Authority, within 5 days of the pupil leaving their school.

Re-integration

The school has arrangements to reintegrate students who have been absent for extended periods. In such cases each student will be treated individually, and arrangements will be made that are most appropriate to the individual's circumstances. All reintegration plans are formalised by the designated school leader for attendance in conjunction with supporting staff.

[Top of the Document](#)

Appendicies

Appendix 1

Appendix 2

The effect of missing school

Days	Attendance	Days Lost	Weeks Lost
190	100%	0	
189	99.47%	1	
188	98.95%	2	
187	98.42%	3	
186	97.89%	4	
185	97.37%	5	1 School Week
184	96.84%	6	
183	96.32%	7	
182	95.79%	8	
181	95.26%	9	
180	94.74%	10	2 School Weeks
179	94.21%	11	
178	93.68%	12	
177	93.16%	13	
176	92.63%	14	
175	92.11%	15	3 School Weeks
174	91.58%	16	
173	91.05%	17	
172	90.53%	18	
171	90%	19	

170	89.47%	20	4 School Weeks
169	88.95%	21	
168	88.42%	22	
167	87.89%	23	
166	87.37%	24	
165	86.84%	25	5 School Weeks
164	86.32%	26	
163	85.79%	27	
162	85.26%	28	

161	84.74%		
160	84.21%		6 School Weeks
159	83.68%		
158	83.16%		
157	82.63%		
156	82.11%		
155	81.58%		7 School Weeks
154	81.05%		
153	80.53%		
152	80%		
151	79.47%		
150	78.95%		8 School Weeks
149	78.42%		
148	77.89		