

Flintshire County Council
Education & Youth

Schools Attendance Policy Ysgol Terrig

September
2022

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Introduction

Flintshire CC is committed to ensuring that regular attendance at school is a priority which will in turn provide pupils with the best possible chances to succeed and to achieve their goals.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour.

Flintshire CC Inclusion Services and partner agencies will endeavour to work with parents, and pupils to ensure that all pupils receive appropriate support to enable them attend school regularly.

This attendance policy reflects the local authority's School Attendance expectations.

Aims

This policy aims to ensure that attendance and punctuality remains a key focus for all including Governors, Teachers, Parents, Pupils and Partner Agencies. Flintshire CC will strive to ensure schools:

- Offer a safe and friendly environment which welcomes children regardless of race, gender, sexual orientation or ability.
- Raise standards and ensure all pupils reach their full potential through a high level of school attendance and punctuality.
- Ensure all stakeholders receive communication and information about the importance of regular school attendance.
- Keep accurate and up to date attendance data.
- Regularly scrutinise attendance data.
- Identify those pupils with irregular attendance at an early stage and work with partner agencies to address any issues that may stop pupils from attending school regularly.
- Ensure that all pupils are safe and ensure all schools follow the local authority's Children Missing Education (CME) guidance.
- Encourage schools to reward those pupils who have made significant progress in raising attendance levels.

This document is supported by the All Wales Attendance Framework.

<http://gov.wales/topics/educationandskills/schoolshome/pupilsupport/framework/?lang=en>



Legal Framework

The law that requires regular school attendance is:

The Education Act 1996. This Act and any amendments places a legal obligation on:

- The Local Authority to provide services that enforce attendance.
- Schools to maintain an up to date and accurate register of pupil attendance and notify the Local Authority of a child's absence in accordance with local protocols (See Appendix).

Section 7 of the Education Act 1996 states that:

‘The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise’.

Section 444 further states that:

‘The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law’.

School Attendance Orders (SAO):

Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the Local Authority believes the child should attend school. A SAO may be used to direct a parent to send their child to a specified school and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013:

This legislation came into force in September 2014 and has given Local authorities powers to issue Fixed Penalty Notices (FPN). A code of conduct has been agreed by Flintshire County Council which allows Head Teachers to apply for a £60 FPN when they have recorded the following on the school register.

- Minimum of 10 unauthorised absences in the current term (These absences do not have to be consecutive).
- Minimum of 10 sessions of lateness after the close of registration.
- Parents/carers failing to engage with school/EWO but where prosecution has not yet been instigated.



The Headteacher must be able to demonstrate that all efforts to address the absences have been made and that the process has been administered robustly within the school before any decision is made to apply for a FPN. Evidence of Absences Letters 1, 2 and 3 must be submitted with all FPN applications. The Head Teacher must inform the parent/carer by letter that a request for a Fixed Penalty Notice will be made.

Support and advice with regard to FPN applications will be provided by a dedicated Education Support Officer within the EWO Service. All FPN's will be delivered by hand and all outcomes will be reported to the Headteacher

The Senior Learning Advisor for Engagement will oversee the FPN process and ensure the application meets the requirements of FCC's Code of Conduct.

The decision to progress an application for an FPN is entirely that of the individual Headteacher.

It is FCC policy to progress all unpaid FPN cases for Parental Prosecution (provided that Unauthorised Absences persist and that the case meets the legal threshold for a Parental Prosecution).

Definitions

Compulsory school age – under section 8 of the Education Act 1996 –

- Children and young people should attend school from the start of the **first term following their fifth birthday.**
- A young person ceases to be of compulsory school age on the last **Friday in June** of the school year in which they have achieved their 16th birthday.

'Parents' are defined in section 576 of the Education Act 1996 as:

- All natural parents whether married or not.
- Any person who although not a natural parent, has parental responsibility for a child or young person.
- Any person, who although not a natural parent has care of a child or young person.

Attendance is **everybody's concern** and the school will expect all stakeholders to play a part in improving attendance.



Role of Head Teacher:

- To be responsible for overall management and implementation of this policy.
- Work closely with the school's Governing Body.
- Set attendance targets with the Challenge Advisors and Governors.
- To use discretion when receiving applications for holiday requests and to provide reasons to parents.
- To obtain regular attendance reports and for these to be shared Governors.
- To work closely with the Local Authority's Senior Learning Advisor- Engagement and the EWO Team Manager.
- To notify the Local Authority when a child is missing education and to follow the Local Authority's CME Policy.
- To ensure the schools' own Attendance Policy is up to date. To ensure this policy is readily available for parents and is displayed prominently on the schools website.
- To work with Supporting Improvement Advisors (SIA) and to provide evidence of attendance processes across the whole school.
- To set and review Attendance Targets in accordance with the WG All Wales Attendance Framework expectations.

Governing Body:

- To approve the Attendance Policy and to ensure it is updated annually.
- To receive attendance reports from the Head Teacher on a regular basis.
- To ensure the Attendance Policy is shared with all relevant stakeholders.
- Ensure a Lead Governor for attendance matters is appointed.
- Attend meetings as and when required.

Senior Management Team:

- Work with all staff responsible for attendance and punctuality.
- Scrutinise school attendance data on a regular basis and profile missing register marks.
- Regularly check registers have been marked at registration.
- Ensure all absences are recorded in line with the WG Guidance on School Attendance Codes document. <https://gov.wales/school-attendance-codes-guidance>
- Regularly update training on attendance for all relevant staff and provide guidance to supply/temporary staff.
- Monitor staff performance with regard to registration practices and address any deficits.
- Discuss potential initiatives to improve attendance with all staff and engage key staff in developing these initiatives.

Heads of Year:

- Ensure all pupil absences are recorded and notes from parents/guardians are received.
- Ensure that registers are completed on a daily basis.
- Work closely with the schools attendance administration officer.
- Work closely with the schools allocated EWO/ESO (See EWO/ESO Attendance flow chart) and ensure that a dedicated attendance meeting take place regularly to discuss cases.
- Contact parents/carers or guardians of those pupils who have not attended regularly.
- Ensure any truancy concerns are dealt with in line with school policy.
- Arrange letters are sent and meetings arranged with those parents whose children's attendance is identified as a concern.
- Regularly monitor patterns of irregular attendance and interview pupils.
- Provide rewards to those pupils with improved or excellent attendance.
- Discuss attendance related issues in school assembly on a regular basis and ensure pupils are aware of the fact that school have applied rewards and sanctions.

Class Teacher/Form Tutors:

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon.
- Ensure absences are accounted for by ways of a note provided by parents.
- Follow up unaccounted reasons for absence and refer concerns to the Head of Year as early as possible.
- Continue to raise the profile of attendance to all pupils as part of a whole school approach.
- Contact school Attendance Administrator with any queries/updates and ensure these are placed on SIMS system as a FLAG so that communication is clear across the school.

Pupils:

- Attend regularly and on time unless unwell.
- Provide a note to school explaining reasons for absence and deliver this note to class/form teacher.
- Inform teacher of any potential planned absences.
- Inform school council of any ideas that may improve individual or class attendance.

Parents/Guardians:

- Must ensure their children attend school regularly and punctually.
- Must notify the school if their child is unable to attend on the first day of absence and regularly thereafter.
- Must keep the school updated of the parents/guardians contact details, including mobile numbers, email and new addresses.

- 
- Work with school and partner agencies to address any issues of irregular attendance of their children.
 - Work with their child in relation to homework and distance learning initiatives (Failure to completing homework is not a reason to allow a child to miss school).

Role of Attendance Administrator: (It is recommended that schools utilise one designated person to manage registers / late book and SIMS management).

- To speak with parents on a daily basis to establish reasons for pupil's absence.
- To record absences daily in the register as and when required.
- To profile missing marks and to input reasons for absence on the SIMS system as a FLAG.
- Contact parents by Text/phone/email to inform them of absence and seek an explanation in a timely fashion every day.
- Work closely with EWO Service and support staff in school.
- To work with SMT and Head Teacher closely.
- To ensure transfer of CTF of pupils is completed in a timely manner and pupils are not removed from roll unnecessarily (Never remove a pupil unless CME process is complete or the pupil has a legitimate destination).
- Regularly monitor schools answerphone, inbox or text messaging system and update FLAG on SIMS to reflect the information.

Keeping school registers

The school's register is a legal document and under The Education (Pupil Registration) (Wales) Regulations 2010 the school is required to keep an accurate record of attendance.

Registers must to be marked twice a day (once in the morning and once in the afternoon) to ensure pupils are safeguarded.

Registers and Registration Certificates must be accurate as they are required as evidence when EWO service takes legal action.

Schools Information Management System (SIMS) is used in schools across FCC to record all pupils' attendance.

By the end of the school week the schools overall attendance registers MUST be completed to ensure an overall attendance figure can be calculated by the school.

Types of absences

It is important for parents to understand the definition of the different types of absences. They are classed as **unauthorised absence** and **authorised absence**.

The schools Head Teacher is the only person that should determine whether an absence is authorised or remains unauthorised.

Absences maybe authorised for the following reasons:

- Illness.
- Religious observance.
- Medical/Dental appointments during school hours.
- Fixed term and permanent exclusions.
- Holiday agreed by the Head Teacher.
- Agreed Flexi schooling
- Legitimate Dual Registration

Absences should remain unauthorised for the following reasons (Not Comprehensive):

- Truancy.
- Late after the close of registration.
- Staying at home for no legitimate reason – condoned absence.
- Shopping for school uniform.
- Birthdays.
- Holiday not agreed by the Head Teacher.

In addition there are several codes classed as a present mark which include the following:

- Late before the close of register.
- Educated off site, pupils attending vocational courses at college/pupils attending alternative provision agreed by school.
- Sporting activity.
- Educational visit.
- Traveller absence.
- Interview.
- Work experience.

Please see appendix 1 which includes a breakdown of codes set by Welsh Government.

Punctuality

Punctuality is a legal requirement and pupils must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other pupils within the class and throughout the school.



Those parents of pupils who are persistently late will be contacted by the Class Teacher/Head of Year/Senior Management Team in accordance with processes described earlier. **All pupils who are late must sign the 'late book' in school and must enter through the main doors of the school to ensure they are accounted for.**

Medical absences

Where a child is continually absent from school for medical reasons it will be necessary for the parent to provide medical evidence (e.g. certificate or letter from recognised medical service) to school. This will be requested by the school and may result in the pupil and family receiving appropriate support to enable the pupil to attend school regularly.

There may be times where a Reintegration PSP / Attendance Improvement Plan may be necessary which will be arranged in partnership with the family, pupil, relevant support service and school.

Any pupil that experiences long term absence for medical reasons can be considered for Home Tuition in accordance with the published FCC EOTAS Policy.

Holidays during term time

Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. Under the Education (Pupil Registration Wales) Regulations 2010, Head Teachers have discretion to authorise a holiday of up to 10 days during term time. Any holiday in excess of 10 days should only be authorised in exceptional circumstances.

All requests for holidays must be completed on the schools holiday request form and completed by the parents/guardians. (Please see Appendix 2 for model form).

The Head Teacher will make the decision and should take account of the following contributory factors:

- Time of year.
- Length of time.
- Overall percentage of attendance.
- Impact on the child's learning.

School procedures

Parents are expected to contact school on the first day of absence and to provide reasons for their child's absence. This will then need to be followed up by an explanation note that should be handed into the class teacher/form tutor and which will be kept on record by school.

If parents fail to notify school, then the school will make every effort to contact the parents and also other persons listed as a point of contact. The absence will be recorded as unauthorised if no contact



is made. Failure to receive any contact on the third day of absence may result in the involvement of the EWO Service.

Referral to the EWO Service is by email direct to your allocated EWO to request support. The EWO will reply confirming the referral and email updates and outcomes to school directly. School should note updates on SIMS as a flag. EWO accountability is via dedicated service recording on Capita ONE system

Children Missing Education

Schools have a duty to safeguard all pupils. The Education & Inspections Act 2006, requires the Local Authority to make arrangements to enable them to establish the identities of children residing within Flintshire who are not receiving an education. These may be pupils who have not attended school for an excessive amount of time without any contact or reason for the absence.

The duty lies with the Local Authority to investigate further in accordance with the published FCC CME Policy.

Pupils should not be removed from the school register until the pupil has been admitted to another school/ PRU or until the CME document has been completed and recorded by the LA.

For further information please refer to the Child Missing in Education (CME) Policy. (Due for publication Jan 2022)

Schools Strategies to improve attendance

FCC's aim is that all pupils achieve 100% attendance. However, there may be instances where pupils are unable to attend for genuine reasons. The EWO service categorises attendance concerns in the following way.

GREEN	97% - 100%
AMBER	93% - 96%
RED	below 92%

Pupil Involvement

Pupils could be nominated to become school councillors, mentors and mediators in order to assist other pupils to improve their attendance levels.



Parents Notice Boards

The parent's notice board should be displayed at the front of the school or in a prominent location. The board should include regular information and updates with regard to school attendance.

Schools Websites

The school's website should also provide parents, pupils, governors and the public with all the relevant attendance information. This should include the schools Attendance Policy, along with all other schools policies and procedures

Schools Newsletters

A Newsletter (or the digital equivalent) is another useful way of communicating with parents. Good practice in Flintshire includes schools where newsletters are sent out on a half termly basis/weekly basis. Newsletters can inform parents and pupils of current school strategies and expectations and can highlight current overall attendance figures/targets.

Parents and carers should be encouraged to check the schools attendance information on a regular basis and also check on school holiday dates/ inset dates to avoid confusion.

The School Environment

The school should provide a happy, welcoming and organised environment to ensure all pupils enjoy learning. It is good practice for all staff to ensure that classroom displays include the form/class attendance for the previous week and the schools' targets.

Breakfast Club/Lunch-time Club and Access to Water

Schools that can offer a breakfast club can set them up for a positive day. Breakfast club should be supervised by school staff. Children can have breakfast with friends, and ensure they have had a meal at the start of the day. Evidence shows that such a start to the day improves engagement with education. Schools that provide water to hydrate pupils have also benefitted from improved wellbeing and pupil engagement in learning.

Staff Awareness

All staff must be fully aware of the importance of regular school attendance. Pupils should be consistently reminded of the importance of regular school attendance during the school day. A holistic and consistent approach should be applied across the school to ensure that all staff reinforce the school ethos and reflect the culture of the school at all times.

Attendance Assemblies

Celebrating attendance should be a priority. Involving pupils in this process provides incentive, motivation and encouragement. Assembly can promote a sense of self-worth and wellbeing for children. An Attendance Assembly can be used to reward for their achievements.

These assemblies can sometimes be delivered formally or informally. Prevention and Support Services can be invited to support these assemblies and to promote attendance initiatives.

Transition Process

Transition from Year 6 to 7 can be a challenging time for many pupils. It is essential that the transition process underlines the expectations with regard to school attendance and punctuality. Cases where school attendance has been a concern should be highlighted as part of transition arrangements.

The EWO service can be contacted/consulted for support. Early intervention at transition can be more effective than later engagements where school attendance matters are concerned

Parents evening

Parent's evenings are an opportunity to discuss attendance concerns as well as other school related matters. Parents can be signposted to support services for advice and guidance to ensure that they understand the benefits that result from regular school attendance.

School Sanctions

Schools should adopt a graduated response to school attendance concerns. Letters highlighting absence and lateness should be an embedded part of school processes. Pupils that persistently fail to respond to support and encouragement can be made the subject of after school engagement or sanction (where this is appropriate and is published within the school Attendance Policy).

Parents should be involved in all such responsive activities and a collaborative approach to addressing attendance concerns is always the recommended starting point. Parents that fail to engage in such collaborative approaches can be made the subject of FPN or legal processes as stated within this policy.

Rewards

Rewards can include the following:

- Pupil Certificate.
- Badges/Pens
- Extra free time.
- Class Trophy.
- 100% awards for the academic year for pupils.

- 
- First In the queue for lunch.
 - Books.

Further examples can include pupils being entered into a draw at the end of term or the end of an academic year for some of the following:

- Cinema tickets.
- Book vouchers.
- I-tunes voucher.
- Bike

Partnerships with local businesses can be established to support such schemes in some localities.

Pupil consultation can add value to these rewards and can help schools identify the current aspirations and values of a Year Group/individual pupil.

Additional Attendance Strategies

Role of the Local Authority Education Welfare Service

The Education Welfare Service is a statutory service which supports schools to ensure that all pupils attend school regularly. Schools have a designated EWO who will liaise with the school on a regular basis.

The EWO will meet/liaise with a senior member of staff to discuss cases and to highlight concerns. Schools have the lead role on all matters with regard to their attendance register and all recording of attendance marks is entirely at the discretion of a Headteacher in accordance with published WG Coding Guidance.

<https://gov.wales/school-attendance-codes-guidance>

The EWO service has adopted a revised approach to the manner in which it supports schools. The EWO Service has created a dedicated service statement and One Page Profile that underlines the manner in which the service now operates (See FCC Education Engagement Services Policy and Practice Model Document Sept 2022)

The EWO service now utilises current SIMS data to identify patterns and cases that may be of concern on a proactive basis. Regular school attendance data profiles are also conducted by the Senior Learning Advisor- Engagement to identify patterns and individuals that may require support

Parents have a legal duty to ensure their children attend school regularly and punctually under the Education Act 1996. Where parents fail to ensure the regular attendance of their child (or otherwise)



they are potentially committing an offence and the EWO should to be informed at the earliest opportunity.

It is unfortunate, but on occasions recourse to statutory powers may be required. This may result in a Fixed Penalty Notice (FPN) application or in the prosecution of parents/carers. It is FCC policy to prosecute all unpaid FPN cases. However the EWO services does not take this action lightly and will endeavour to work and support parents, schools and pupils to improve attendance levels until all of these avenues have been exhausted.

Role of School Improvement Advisors (SIA)

Schools should work with their School Improvement Advisors who engages with school and advises/supports to promote the school improvement process. The SIA and the LA EWO Service can work closely together where this is possible to discuss those schools that may require additional support and where attendance is a concern.

Attendance Panels/Attendance Improvement Plans

Attendance Panels are a strategy used in Wales to address attendance matters

Attendance panels often include School Governors, members of the Senior Staff in a school, EWO service, and parent/pupil. These panels can be utilised to examine progress and to review an Attendance Improvement Plan (AIP)

Parents should be invited into school as part of the graduated response to school attendance to discuss their child's attendance. An Attendance Improvement Plan (AIP) can be completed and signed during these meetings.

Letters of invitation to take part in Attendance Panel/AIP meetings should be sent to parents in advance by school wherever this is possible. If a parent/carer is not available to attend then another letter should be sent to offer a further opportunity. Failure to attend without notification can result in any absences remaining unauthorised by the Headteacher.

Community Education Patrols (CEP)

Community Education Patrols are a strategy employed under the Crime and Disorder Act 1998 when hotspots are identified at VARM/ASB.

N Wales Police have the power to engage parents found with children during school hours. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Community Education Patrols are employed as an occasional strategy that is dependent on the availability of resources and is intended to promote the benefits of regular school attendance/to promote partnership working.



Parents and pupils details are logged, along with the reasons for the pupil being away from school. Schools are emailed to inform them of the details obtained. (Not currently running within FCC)

First Day contact

School should operate a first day contact process to confirm why a child is absent when no suitable explanation has been received. This process is deemed to be good practice and is an essential part of a robust safeguarding process within a school. Such pupils can then be referred to support services in accordance with the terms of this policy.

There are a variety of devices that can text/call and employ digital means to contact parents in an automated manner. Some of these systems can record contacts directly onto the school SIMS.

Data Collection

School's attendance data is continually being tracked and monitored electronically both on an individual pupil level and also as a whole school. This data is collated by the Local Authority and shared with the SLA Engagement and the EWO Manager on a regular basis.

Contact with Heads and schools staff where data clarification is required is an established part of LA function. Such practice is intended to foster positive dialogues with schools in a collaborative manner at the earliest opportunity.

Monitoring and Reporting

School should regularly prepare reports to the Governing Body, Senior Management and School Improvement Advisors to ensure that levels of attendance are clear and that attendance codes are accurate. Parents should also be notified through the schools regular communication channels stated in this policy.

Appendix 1

Code	Meaning	Statistical meaning
/\	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site	Approved educational activity
D	Dual registered	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational trip or visit	Approved educational activity
J	Interview	Approved educational activity
W	Work experience (not work based learning)	Approved educational activity
C	Other authorised circumstances(not covered by another code)	Authorised absence
F	Agreed extended family holiday	Authorised absence

H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical/dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Exclusion	Authorised absence
R	Religious observance	Authorised absence
T	Traveller Absence	Authorised absence
N	No reason provided for absence	Unauthorised absence
O	Other unauthorised absence(no explanation provided)	Unauthorised absence
G	Family Holiday (not agreed)	Unauthorised absence
U	Late arrival after the close of registration	Unauthorised absence

X	Un-timetabled sessions for non-compulsory school age	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Pupil not yet on roll	Not required to attend
#	School closed to all pupils	Not required to attend

Appendix 2

Holiday in term time request

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	Class	dob	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday dates: (including possibility of late flight arrivals if possible)

From: to

Destination

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised and the Headteacher will use his/her discretion in making the decision based on my child's circumstances. If the Headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority EWO Service which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian



Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school.
	93%	Missing 14 days of school. This is almost three weeks of Education lost
Red	92% and below	Missing more than 3 weeks of Education. A serious loss of learning that may have a detrimental effect on achievement.

Section B

To be completed by the Head Teacher within at least 1 week from the request.

Reasons for refusal to authorise absence

.....

Reasons for authorising

.....

.....

The Head Teacher has authorised/unauthorised (* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed

Cyngor Sir y Fflint

Addysg ac Ieuenctid

Templed Polisi Presenoldeb Ysgolion



Medi
2022

Rhagarweiniad

- Nodau
- Y Fframwaith Cyfreithiol

3-4

Rheoliadau Addysg Cymru 2013

- Diffiniadau
- Swyddogaeth y Pennaeth
- Y Corff Llywodraethu
- Yr Uwch Dîm Rheoli
- Penaethiaid Blwyddyn
- Athrawon Dosbarth / Tiwtoriaid Dosbarth
- Disgyblion
- Rhieni
- Swyddogaeth y Clerc Presenoldeb
- Cadw Cofrestrau Ysgolion
- Mathau o Absenoldeb
- Prydlondeb
- Absenoldebau Meddygol
- Gwyliau yn Ystod y Tymor
- Gweithdrefnau Ysgolion

4-11

Strategaethau Ysgolion i wella presenoldeb

- Cynnwys Disgyblion
- Hysbysfyrddau Rhieni
- Gwefannau Ysgolion
- Newyddlenni Ysgolion
- Amgylchedd yr Ysgol
- Clwb Brecwast
- Ymwybyddiaeth Staff
- Gwasanaethau Presenoldeb
- Y Drefn Bontio
- Nosweithiau Rhieni
- Cosbau Ysgolion
- Gwobrau
- Strategaethau Presenoldeb Ychwanegol
- Swyddogaeth y Gwasanaeth Lles Addysg
- Swyddogaeth Gwasanaethau Gofal Cymdeithasol i Blant
- Ymgyrchoedd / Paneli Presenoldeb
- Patrolau Triwantiaeth
- Cyswllt Diwrnod Cyntaf
- Casglu Data

12-17



- Monitro ac Adrodd

Atodiad 1 - Codau

18-20

Atodiad 2 – Ffurflen gais am wyliau yn ystod y tymor

21-22

Rhagarweiniad

Mae Cyngor Sir y Fflint yn ymrwymo i sicrhau bod presenoldeb cyson yn yr ysgol yn flaenoriaeth, a fydd yn ei dro yn rhoi'r cyfleoedd gorau posibl i ddisgyblion lwyddo a chyflawni eu nodau.

Mae mynychu'r ysgol yn rheolaidd yn hanfodol i bob plentyn ac unigolyn ifanc. Gall peidio â mynychu'r ysgol yn rheolaidd gynyddu'r perygl i ddisgyblion adael yr ysgol heb unrhyw gymwysterau a gall hefyd ei gwneud yn fwy tebygol iddynt gael eu tynnu i mewn i ymddygiad troseddol a gwrthgymdeithasol.

Bydd Gwasanaethau Ymgynnwys Cyngor Sir y Fflint a phob asiantaeth sy'n bartner iddo'n ceisio gweithio gyda rhieni a disgyblion i sicrhau fod pob disgybl yn cael addysg briodol ac yn mynychu'r ysgol yn rheolaidd.

Mae'r polisi presenoldeb hwn yn gyson â disgwyliadau'r Awdurdod Lleol ynglŷn â phresenoldeb yn yr ysgol.

Nodau

Nod y polisi hwn yw sicrhau bod pawb yn canolbwyntio'n gyson ar bresenoldeb a phrydlondeb, gan gynnwys Llywodraethwyr, Athrawon, Rhieni, Disgyblion ac Asiantaethau Partner. Bydd Cyngor Sir y Fflint yn gweithio i sicrhau bod ysgolion:

- Yn cynnig amgylchedd diogel a chyfeillgar sy'n croesawu plant beth bynnag fo'u hil, rhyw, cyfeiriadedd rhywiol neu'u gallu.
- Yn codi safonau a sicrhau fod pob disgybl yn cyflawni eu llawn botensial, trwy bresenoldeb a phrydlondeb cyson yn yr ysgol.
- Yn sicrhau bod yr holl fudd-ddeiliad yn cael gwybodaeth am bwysigrwydd mynychu'r ysgol yn rheolaidd.
- Yn cadw data presenoldeb cywir a chyfredol.
- Yn craffu ar ddata presenoldeb yn rheolaidd.
- Yn nodi'r disgyblion hynny sydd â phatrymau presenoldeb afreolaidd yn gynnwys a gweithio gydag asiantaethau partner wrth geisio mynd i'r afael ag unrhyw bethau sy'n rhwystro disgyblion rhag mynychu'r ysgol yn rheolaidd.
- Yn sicrhau bod pob disgybl yn ddiogel a bod pob ysgol yn dilyn canllawiau Plant sy'n Colli Addysg yr awdurdod lleol.

- Yn annog ysgolion i wobrwyo disgyblion sydd wedi gwneud cynnydd sylweddol wrth wella eu presenoldeb.

Ategir y ddogfen hon gan Fframwaith Presenoldeb Cymru Gyfan.

<https://llyw.cymru/fframwaith-presenoldeb-ar-gyfer-cymru-gyfan>

Y Fframwaith Cyfreithiol

Y Ddeddf sy'n ei gwneud yn ofynnol i fynychu'r ysgol yn rheolaidd yw:

Deddf Addysg 1996. Mae'r Ddeddf hon ac unrhyw ddiwygiadau yn rhoi dyletswydd gyfreithiol ar:

- Yr Awdurdod Lleol i ddarparu gwasanaethau sy'n gorfodi presenoldeb.
- Ysgolion i gadw cofrestr gyfoes a manwl gywir o bresenoldeb disgyblion a hysbysu'r Awdurdod Lleol o absenoldeb plentyn yn unol â'r protocolau lleol (gweler yr Atodiad).

Yn ôl Adran 7 o Ddeddf Addysg 1996:

'Bydd rhiant pob plentyn o oedran ysgol gorfodol yn sicrhau ei fod/bod yn cael addysg llawn amser effeithlon sy'n addas i'w (h)oedran, doniau a galluoedd ac unrhyw anghenion addysgol arbennig sydd ganddo/ganddi, boed hynny drwy fynychu'r ysgol yn rheolaidd neu beidio'.

Hefyd, yn ôl Adran 444:

'Mae rhiant plentyn o oedran ysgol gorfodol sydd wedi cofrestru mewn ysgol ac sy'n methu â'i mynychu yn rheolaidd yn euog o drosedd sy'n gosbadwy yn ôl y gyfraith'.

Gorchmynion Mynychu'r Ysgol:

O dan adrannau 437-443 o Ddeddf Addysg 1996 cyflwynir Gorchmyn Mynychu'r Ysgol i riant plentyn o oedran ysgol gorfodol sy'n methu â phrofi bod y plentyn yn cael addysg addas a bod yr Awdurdod Lleol o'r farn y dylai'r plentyn fynychu ysgol. Gellir defnyddio Gorchmyn Mynychu'r Ysgol i fynnu bod rhieni'n anfon eu plentyn i ysgol benodol, a dylid gwneud hynny pan nad yw enw'r disgybl ar gofrestr unrhyw ysgol.

Rheoliadau Addysg (Rhybuddion Cosb) (Cymru) 2013:

Daeth y ddeddfwriaeth hon i rym ym mis Medi 2014 a rhoes bwerau newydd i awdurdodau lleol gyflwyno Rhybuddion Cosb Benodedig. Mae Cyngor Sir y Fflint wedi cymeradwyo cod ymddygiad sy'n caniatáu i Benaethiaid ymgeisio i gyflwyno Rhybudd Cosb Benodol o £60 ar ôl cofnodi'r manylion canlynol ar gofrestr yr ysgol:

- O leiaf deg o absenoldebau anawdurdodedig yn y tymor presennol (heb fod rhaid iddynt fod ar ddiwrnodau olynol).
- O leiaf deg o achosion o gyrraedd sesiwn yn hwyr wedi i'r cyfnod cofrestru ddod i ben.
- Rhieni / gofalmwyr yn gwrthod meithrin cyswllt â'r ysgol / gwasanaeth lles addysg ond bod erlyniad heb gychwyn eto.

Mae'n rhaid i'r Pennaeth fedru dangos y gwnaed pob ymdrech i fynd i'r afael â'r absenoldebau a bod y drefn wedi'i gweithredu'n drylwyr yn yr ysgol cyn penderfynu ymgeisio am Rybudd Cosb Benodedig. Wrth wneud cais am Rybudd Cosb Benodedig mae'n rhaid cynnwys tystiolaeth o Lythyrâu Absenoldeb 1, 2 a 3. Mae'n rhaid i'r Pennaeth anfon llythyr at y rhieni/gofalmwyr i'w hysbysu o'r bwriad i ymgeisio am Rybudd Cosb Benodedig.

Bydd Swyddog Cefnogi Addysg penodedig yn y Gwasanaeth Lles Addysg yn rhoi cymorth a chynghor ynglŷn â cheisiadau am Rybuddion Cosb Benodedig. Cyflwynir pob Rhybudd Cosb Benodedig â llaw a hysbysir y Pennaeth o'r holl ganlyniadau.

Bydd yr Uwch-ymgyngorydd Dysgu - Ymgysylltu'n goruchwyllo'r drefn Rhybuddion Cosb Benodedig ac yn sicrhau fod pob cais yn bodloni gofynion Cod Ymddygiad Cyngor Sir y Fflint.

Penderfyniad y Pennaeth yn unig yw mynd ati i ymgeisio am Rybudd Cosb Benodedig.

Polisi Cyngor Sir y Fflint ymhob achos yw erlyn rhieni nad ydynt yn talu cosbau penodedig (cyn belled â bod yr Absenoldebau Anawdurdodedig yn parhau a bod yr achos yn bodloni'r trothwy cyfreithiol ar gyfer erlyn rhieni).

Diffiniadau

Oedran ysgol gorfodol – o dan adran 8 o Ddeddf Addysg 1996 –

- Dylai plant a phobl fynychu'r ysgol o ddechrau'r **tymor cyntaf wedi eu pen-blwydd yn bump oed**.
- Mae unigolyn ifanc yn dod i ddiwedd ei oedran ysgol gorfodol ar y **dydd Gwener olaf ym mis Mehefin** yn y flwyddyn ysgol y bydd yn troi'n un ar bymtheg oed.

Diffinnir 'rhieni' yn adran 576 o Ddeddf Addysg 1996 fel:

- Pob rhiant naturiol, p'un a ydynt yn briod ai peidio.
- Unrhyw unigolyn, er nad yw'n rhiant naturiol, sydd â chyfrifoldeb rhiant dros blentyn neu unigolyn ifanc.
- Unrhyw unigolyn, er nad yw'n rhiant naturiol, sy'n gofalu am blentyn neu unigolyn ifanc.

Mae presenoldeb **o bwys i bawb** a bydd yr ysgol yn disgwyl i bob budd-ddeiliad chwarae rhan wrth wella presenoldeb.

Swyddogaeth y Pennaeth:

- Bod yn gyfrifol am reoli a gweithredu'r polisi hwn yn gyffredinol.
- Gweithio'n agos â Chorff Llywodraethu'r ysgol.
- Pennu targedau presenoldeb ar y cyd â'r Cynghorwyr Herio a'r Llywodraethwyr.
- Arfer doethineb wrth dderbyn ceisiadau am wyliau a rhoi rhesymau am benderfyniadau i rieni.
- Derbyn adroddiadau ar bresenoldeb yn rheolaidd a'u rhannu â'r Llywodraethwyr.
- Gweithio'n agos ag Uwch-ymgyngorydd Dysgu – Ymgysylltu'r Awdurdod Lleol a Rheolwr y Tîm Swyddogion Lles Addysg.
- Hysbysu'r awdurdod lleol pan fo plentyn yn colli addysg a gweithredu'n unol â pholisi'r Awdurdod Lleol ar blant sy'n colli addysg.
- Sicrhau bod Polisi Presenoldeb yr ysgol yn gyfoes. Sicrhau bod y polisi hwnnw ar gael i rieni a'i fod wedi'i gyhoeddi mewn man amlwg ar wefan yr ysgol.
- Gweithio ag Ymgynghorwyr Gwella Ysgolion a darparu tystiolaeth o'r gweithdrefnau presenoldeb sydd ar waith gydol yr ysgol.
- Pennu Targedau Presenoldeb a'u hadolygu'n unol â disgwyliadau Llywodraeth Cymru ar sail Fframwaith Presenoldeb Cymru Gyfan.

Y Corff Llywodraethu:

- Cymeradwyo'r Polisi Presenoldeb a sicrhau y caiff ei ddiwygio bob blwyddyn.
- Derbyn adroddiadau ar bresenoldeb gan y Pennaeth yn rheolaidd.
- Sicrhau y rhennir y Polisi Presenoldeb â'r holl fudd-ddeiliaid perthnasol.
- Sicrhau y penodir Llywodraethwr Arweiniol i ymdrin â phresenoldeb.
- Mynd i gyfarfodydd yn ôl yr angen.

Yr Uwch Dîm Rheoli:

- Gweithio gyda phob aelod o staff sy'n gyfrifol am bresenoldeb a phrydlondeb.
- Craffu ar ddata presenoldeb ysgolion yn gyson a phroffilio marciau sydd ar goll o'r gofrestr.
- Cadarnhau fod cofrestr wedi'u marcio yn y cyfnod cofrestru yn gyson.
- Sicrhau y cofnodir pob absenoldeb yn unol â Chanllawiau Llywodraeth Cymru ar Godau Presenoldeb Ysgolion. <https://llyw.cymru/codau-presenoldeb-ysgol-canllawiau>
- Diwygio'r hyfforddiant ar bresenoldeb yn gyson i'r holl staff perthnasol a rhoi canllawiau i staff cyflenwi/dros dro.
- Monitro perfformiad staff gydag arferion cofrestru a mynd i'r afael ag unrhyw ddiffygion.
- Trafod cynlluniau posib i hybu presenoldeb â'r holl staff ac ennyn cyfranogiad aelodau allweddol o staff wrth ddatblygu'r cynlluniau hynny.

Penaethiaid Blwyddyn:

- Sicrhau y cofnodir holl absenoldebau disgyblion ac y derbynnir nodiadau gan rieni/gwarcheidwaid.
- Sicrhau y cwblheir y cofrestri bob dydd.
- Cydweithio'n agos â swyddog gweinyddu presenoldeb yr ysgol.
- Gweithio'n agos â Swyddog Lles Addysg/Swyddog Cefnogi Addysg dynodedig yr ysgol (gweler siart llif y swyddogion hynny ar gyfer Presenoldeb) a sicrhau y cynhelir cyfarfodydd rheolaidd ynghylch phresenoldeb yn benodol fel bod modd trafod achosion.
- Cysylltu â rhieni/gofalwyr neu warcheidwaid y disgyblion hynny nad ydynt wedi bod yn mynychu'n rheolaidd.
- Sicrhau yr eir i'r afael â phryderon ynghylch triwantiaeth yn unol â pholisi'r ysgol.
- Gwneud trefniadau ar gyfer anfon llythyrau at rieni y mae presenoldeb eu plant yn destun pryder a chynnal cyfarfodydd â hwy.
- Monitro patrymau presenoldeb afreolaidd yn gyson a chyfweld disgyblion.
- Rhoi gwobrau i'r disgyblion hynny sydd wedi gwella eu lefelau presenoldeb neu sydd â lefelau presenoldeb ardderchog.
- Tynnu sylw at broblemau sydd a wnelont ag absenoldeb yng ngwasanaeth yr ysgol yn rheolaidd a sicrhau bod disgyblion yn ymwybodol o'r ffaith bod yr ysgol yn gweithredu trefn gwobrau a chosbau.

Athrawon Dosbarth / Tiwtoriaid Dosbarth:

- Cyflawni'r swyddogaeth statudol o lenwi cofrestri presenoldeb ddwywaith y dydd, unwaith yn y bore ac unwaith yn y prynhawn.
- Sicrhau y derbynnir eglurhad am absenoldeb ar ffurf nodyn gan y rhieni.
- Ymchwilio i absenoldebau heb eglurhad a thynnu sylw'r Pennaeth Blwyddyn at unrhyw bryderon cyn gynted â phosib.
- Dal i godi proffil presenoldeb ymysg yr holl ddisgyblion fel rhan o ddull gweithredu ysgol gyfan.
- Cysylltu â Gweinyddwr Presenoldeb yr ysgol ynglŷn ag unrhyw ymholiadau/gwybodaeth newydd a sicrhau y caiff y rhain eu fflagio ar y System Rheoli Gwybodaeth Ysgol fel bod eglurder wrth gyfathrebu gydol yr ysgol.

Disgyblion:

- Mynychu'r ysgol yn rheolaidd ac yn brydlon oni bai eu bod yn sâl.
- Dod â nodyn i'r ysgol yn egluro'r rhesymau dros yr absenoldeb a'i roi i'r athro dosbarth.
- Rhoi gwybod i'r athro am unrhyw absenoldebau posib sy'n cael eu trefnu.

- Rhoi gwybod i'r ysgol ynglŷn ag unrhyw syniadau a fedrai wella presenoldeb unigolion neu ddosbarthiadau.

Rhieni/Gwarcheidwaid:

- Sicrhau fod eu plant yn mynychu'r ysgol yn rheolaidd ac yn brydlon.
- Hysbysu'r ysgol os na fedr eu plentyn ddod i'r ysgol ddiwrnod cyntaf yr absenoldeb ac yn rheolaidd ar ôl hynny.
- Sicrhau bod yr ysgol yn cael manylion cyswllt diweddaraf y rhieni/gwarcheidwaid, gan gynnwys rhifau ffôn symudol, cyfeiriadau e-bost a chyfeiriadau newydd.
- Gweithio gyda'r ysgol ac asiantaethau partner i fynd i'r afael ag unrhyw achos o bresenoldeb afreolaidd gan eu plant.
- Gweithio â'u plant yng nghyswllt gwaith cartref a dysgu o bell (nid yw methu â gwneud gwaith cartref yn ddigon o reswm dros ganiatáu i blentyn golli ysgol).

Swyddogaeth y Gweinyddwr Presenoldeb: (Argymhellir bod ysgolion yn penodi unigolyn dynodedig i reoli cofrestrï / llyfr hwyr a'r System Rheoli Gwybodaeth Ysgol).

- Siarad â rhieni bob dydd i ganfod rhesymau dros absenoldeb disgybl.
- Cofnodi absenoldebau yn ddyddiol ar y gofrestr yn ôl y gofyn.
- Proffilio marciau sydd ar goll, cofnodi rhesymau dros absenoldeb yn y System Rheoli Gwybodaeth Ysgol a'u fflagio.
- Cysylltu â rhieni drwy neges destun/galwad ffôn/e-bost i'w hysbysu o'r absenoldeb a cheisio eglurhad yn brydlon bob dydd.
- Gweithio'n agos â'r Gwasanaeth Lles Addysg a staff cymorth yn yr ysgol.
- Gweithio'n agos â'r Uwch Dîm Rheoli a'r Pennaeth.
- Sicrhau y cwblheir Ffeiliau Trosglwyddo Cyffredin disgyblion yn ddiymdroi ac na chaiff enwau disgyblion eu tynnu o'r gofrestr heb fod angen (ni ddylid dileu enw disgybl ar unrhyw gyfrif hyd oni chwblheir y drefn Plant sy'n Colli Addysg neu bod gan y disgybl le addas i fynd).
- Monitro ffôn ateb, mewnlwch neu system negeseuon testun yr ysgol yn rheolaidd a mewnbynnu'r wybodaeth ddiweddaraf ar y System Rheoli Gwybodaeth Ysgol.

Cadw cofrestrï ysgol

Mae cofrestr yr ysgol yn ddogfen gyfreithiol ac o dan Reoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 mae gofyn i'r ysgol gadw cofnod cywir o bresenoldeb.

Mae angen marcio cofrestrau ddwywaith y dydd (unwaith yn y bore ac unwaith yn y prynhawn) er mwyn sicrhau y diogelir y disgyblion.

Mae'n rhaid bod Cofrestri a Thystysgrifau Cofrestri'n fanwl gywir gan y'u defnyddir yn dystiolaeth pan mae'r Gwasanaeth Lles Addysg yn cymryd camau cyfreithiol.

Defnyddir System Rheoli Gwybodaeth Ysgol ym mhob ysgol ledled Sir y Fflint i gofnodi presenoldeb disgyblion.

Erbyn diwedd yr wythnos ysgol mae'n RHAID cwblhau cofrestri presenoldeb cyffredinol yr ysgol er mwyn sicrhau bod modd i'r ysgol gyfrifo ffigwr presenoldeb cyffredinol.

Mathau o Absenoldeb

Mae'n bwysig fod rhieni'n deall diffiniadau gwahanol fathau o absenoldeb. Maent yn cael eu dosbarthu fel **absenoldebau anawdurdodedig** neu **absenoldebau awdurdodedig**.

Dim ond Pennaeth yr ysgol a ddylai benderfynu a yw absenoldeb wedi'i awdurdodi neu'n dal yn anawdurdodedig.

Gellir awdurdodi absenoldebau am y rhesymau canlynol:

- Salwch.
- Arferion crefyddol.
- Apwyntiadau meddygol/deintyddol yn ystod oriau'r ysgol.
- Gwaharddiadau tymor penodol a pharhaol.
- Gwyliau a gytunwyd gan y Pennaeth.
- Addysg Hyblyg ar sail cytundeb.
- Cofrestriad Deuol cyfreithlon.

Dylid pennu fod absenoldeb yn dal yn anawdurdodedig am y rhesymau canlynol (ymysg eraill):

- Triwantiaeth.
- Cyrraedd yn hwyr ar ôl i'r cyfnod cofrestru ddod i ben.
- Aros gartref heb reswm – absenoldeb a esgusodir gan y rhieni.
- Siopa am wisg ysgol.
- Pen-blwyddi.
- Gwyliau na gytunwyd gan y Pennaeth.

Hefyd mae nifer o godau sy'n cyfrif fel marcio disgyblion yn bresennol, gan gynnwys:

- Cyrraedd yn hwyr cyn i'r cyfnod cofrestru ddod i ben.
- Cael addysg oddi ar y safle, disgyblion sy'n mynychu cyrsiau galwedigaethol mewn coleg / disgyblion sy'n mynychu darpariaeth arall a gytunwyd gan yr ysgol.
- Gweithgaredd chwaraeon.
- Ymweliad addysgol.

- Absenoldeb Teithwyr.
- Cyfweliad.
- Profiad gwaith.

Gweler atodiad 1 sy'n cynnwys crynodeb o godau y mae Llywodraeth Cymru wedi'u pennu.

Prydlondeb

Mae prydlondeb yn ofyniad cyfreithiol ac mae'n rhaid i ddisgyblion ddod i'r ysgol mewn pryd. Mae cyrraedd yn hwyr yn fynych yn cael effaith andwyol ar addysg y plentyn a hefyd yn amharu ar ddisgyblion eraill yn y dosbarth a gydol yr ysgol.

Bydd yr Athro Dosbarth / Pennaeth Blwyddyn / Uwch Dîm Rheoli yn cysylltu â rhieni disgyblion sy'n hwyr yn fynych yn unol â'r gweithdrefnau a ddisgrifiwyd eisoes. **Rhaid i bob disgybl sy'n cyrraedd yn hwyr lofnodi'r 'llyfr hwyr' yn yr ysgol a rhaid iddo/iddi fynd i mewn drwy brif ddrysau'r ysgol er mwyn sicrhau y gwyddys eu bod wedi cyrraedd.**

Absenoldebau meddygol

Os yw plentyn yn absennol o'r ysgol yn fynych am resymau meddygol, bydd yn rhaid i'r rhiant ddarparu tystiolaeth feddygol i'r ysgol (tystysgrif, er enghraifft, neu lythyr gan wasanaeth meddygol cydnabyddedig). Bydd yr ysgol yn gofyn am hynny a gallai olygu bod y disgybl a'r teulu'n cael cefnogaeth briodol er mwyn galluogi'r disgybl i fynychu'r ysgol yn rheolaidd.

Efallai ar brydiau y bydd angen darparu Rhaglen Cymorth Bugeiliol ar gyfer Ailintegreiddio / Cynllun Gwella Presenoldeb a lunnir ar y cyd rhwng y teulu, y disgybl, y gwasanaeth cefnogi perthnasol a'r ysgol.

Os bydd unrhyw ddisgybl yn absennol am gyfnod hir am resymau meddygol gellid ystyried addasrwydd Addysg yn y Cartref yn unol â Pholisi Cyngor Sir y Fflint ar gyfer Addysg Heblaw yn yr Ysgol.

Gwyliau yn Ystod y Tymor

Nid oes gan rieni hawl awtomatig i dynnu disgyblion o'r ysgol yn ystod y tymor ysgol er mwyn mynd ar wyliau. O dan Reoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010, mae gan Benaethiaid hawl i awdurdodi hyd at ddeg diwrnod o wyliau yn ystod y tymor. Ni ellir awdurdodi gwyliau hwy na deg diwrnod ond mewn amgylchiadau eithriadol.

Rhaid cyflwyno pob cais am wyliau ar ffurflen gais am wyliau'r ysgol wedi'i llenwi gan y rhieni/gwarcheidwaid. (Gweler y ffurflen enghreifftiol yn Atodiad 2).

Y Pennaeth a fydd yn penderfynu, ac wrth wneud hynny dylai ystyried y ffactorau canlynol:

- Yr adeg o'r flwyddyn.

- Hyd yr absenoldeb.
- Canran presenoldeb gyffredinol.
- Yr effaith ar addysg y plentyn.

Gweithdrefnau'r ysgol

Disgwylir i rieni gysylltu â'r ysgol ar ddiwrnod cyntaf absenoldeb eu plentyn a rhoi rhesymau dros yr absenoldeb. Wedi hynny bydd darparu nodyn eglurhaol i'r athro / tiwtor dosbarth a'i gadw ar gofnod yr ysgol.

Os bydd rhieni'n methu â hysbysu'r ysgol, bydd yr ysgol yn gwneud pob ymdrech i gysylltu â'r rhieni a hefyd unigolion eraill a restrir fel pwyntiau cyswllt. Cofnodir yr absenoldeb fel un anawdurdodedig os na wneir unrhyw gyswllt. Os methir â chysylltu erbyn trydydd diwrnod yr absenoldeb mae'n bosibl y bydd angen galw ar y Gwasanaeth Lles Addysg.

Gwneir atgyfeiriad at y Gwasanaeth Lles Addysg drwy anfon e-bost at eich Swyddog Lles Addysg dynodedig i ofyn am gymorth. Bydd y Swyddog Lles yn ymateb i gadarnhau'r atgyfeiriad ac yn rhannu'r wybodaeth ddiweddaraf a'r canlyniadau'n syth â'r ysgol drwy e-bost. Dylai ysgolion gofnodi'r wybodaeth a dderbynnir ar y System Rheoli Gwybodaeth Ysgol a'i fflagio. Sicrheir atebolrwydd y Swyddogion Lles Addysg drwy faes cofnodi penodol i'r gwasanaeth ar y system *Capita ONE*.

Plant sy'n Colli Addysg

Mae gan ysgolion ddyletswydd i ddiogelu'r holl ddisgyblion. Mae Deddf Addysg ac Arolygiadau 2006 yn mynnu fod yr Awdurdod Lleol yn gwneud trefniadau i'w galluogi i ganfod enwau plant sy'n byw yn Sir y Fflint nad ydynt yn cael addysg. Efallai nad yw'r disgyblion hynny wedi mynychu'r ysgol am gyfnod hir heb unrhyw gyswllt neu reswm dros yr absenoldeb.

Dyletswydd yr Awdurdod Lleol yw ymchwilio ymhellach yn unol â Pholisi Sir y Fflint ar gyfer Plant sy'n Colli Addysg.

Ni ddylid tynnu enwau disgyblion oddi ar gofrestr yr ysgol hyd oni dderbynnir y disgybl dan sylw i ysgol / Uned Cyfeirio Disgyblion arall neu nes bod yr Awdurdod Lleol wedi cwblhau'r ddogfen Plant sy'n Colli Addysg a'i chofnodi.

I gael rhagor o wybodaeth gweler y Polisi Plant sy'n Colli Addysg (a gyhoeddwyd fis Ionawr 2022).

Strategaethau Ysgolion i wella presenoldeb

Nod Cyngor Sir y Fflint yw bod yr holl ddisgyblion yn bresennol 100% o'r amser. Mewn rhai achosion, serch hynny, bydd disgyblion yn methu â bod yn bresennol am resymau dilys. Mae'r Gwasanaeth Lles Addysg yn categoreiddio pryderon am absenoldeb fel a ganlyn.

GWYRDD	97% - 100%
OREN	93% - 96%
COCH	o dan 92%

Cynnwys Disgyblion

Gellir enwebu disgyblion i fod yn gynghorwyr ysgol, mentoriaid a chyfryngwyr er mwyn cynorthwyo disgyblion eraill i wella eu presenoldeb.

Hysbysfyrddau Rhieni

Dylid arddangos yr hysbysfwrdd i rieni yn nhu blaen yr ysgol neu fan amlwg arall. Dylid ychwanegu gwybodaeth am bresenoldeb ato'n rheolaidd.

Gwefannau Ysgolion

Dylai gwefan yr ysgol hefyd ddarparu'r holl wybodaeth berthnasol am bresenoldeb i rieni, disgyblion, llywodraethwyr a'r cyhoedd. Dylid cynnwys Polisi Presenoldeb yr ysgol ynghyd â'i holl bolisiau a gweithdrefnau eraill.

Newyddlenni Ysgolion

Mae Newyddlen (ar bapur neu'n ddigidol) hefyd yn ffordd ddefnyddiol o gyfathrebu â rhieni. Mae arferion da yn Sir y Fflint yn cynnwys ysgolion sy'n anfon eu newyddlenni bob hanner tymor / bob wythnos. Gellir defnyddio newyddlen i hysbysu rhieni a disgyblion o strategaethau cyfredol yr ysgol a'r disgwyliadau, yn ogystal ag amlygu'r ffigyrau/targedau presenoldeb yn gyffredinol.

Dylid annog rhieni a gofalwyr i wirio gwybodaeth am bresenoldeb yn eu hysgol yn rheolaidd a chadarnhau dyddiadau gwyliau'r ysgol a hyfforddiant mewn swydd er mwyn osgoi dryswch.

Amgylchedd yr Ysgol

Dylai'r ysgol ddarparu amgylchedd hapus, croesawgar a threfnus i sicrhau bod pob disgybl yn mwynhau dysgu. Mae'n arfer dda i bob aelod o staff sicrhau yr arddangosir ffigyrau presenoldeb y flwyddyn/dosbarth ar gyfer yr wythnos flaenorol a thargedau'r ysgol yn yr ystafell ddosbarth.

Clwb Brecwast / Clwb Cinio a Mynediad at Ddŵr

Gall ysgolion sy'n medru cynnig clwb brecwast baratoi'r plant am ddiwrnod da. Dylai staff yr ysgol oruchwylio'r clwb brecwast. Gall plant gael brecwast gyda ffrindiau a gellir sicrhau eu bod wedi cael pryd o fwyd ar ddechrau'r diwrnod. Mae'r dystiolaeth yn dangos fod dechrau'r diwrnod fel hyn yn hybu cyfranogiad plant yn eu haddysg. Mae ysgolion sy'n darparu dŵr yfed i ddisgyblion hefyd wedi elwa ar well lles a chyfranogiad.

Ymwybyddiaeth Staff

Mae'n rhaid i'r holl staff fod yn llwyr ymwybodol o bwysigrwydd mynychu'r ysgol yn rheolaidd. Dylid atgoffa disgyblion yn gyson yn ystod y diwrnod ysgol mor bwysig yw mynychu'r ysgol yn rheolaidd. Dylid defnyddio dull cyfannol a chyson gydol yr ysgol i sicrhau bod pob aelod o staff yn pwysleisio ethos yr ysgol ac yn adlewyrchu diwylliant yr ysgol bob amser.

Gwasanaethau Presenoldeb

Dylai clodfori presenoldeb fod yn flaenoriaeth. Mae cynnwys disgyblion yn y drefn hon yn cynnig cymhelliant, symbyliad ac anogaeth. Gall gwasanaeth hybu hunan-barch a lles plant. Gellir defnyddio Gwasanaeth Presenoldeb weithiau i wobrwyo disgyblion am eu llwyddiant.

Gall gwasanaeth fod yn ffurfiol neu'n anffurfiol. Gellir gwahodd y Gwasanaethau Atal a Chefnogi i gynorthwyo â'r gwasanaethau hyn a hyrwyddo cynlluniau presenoldeb.

Y Drefn Bontio

Gall pontio rhwng blynnyddoedd 6 a 7 fod yn heriol i lawer o ddisgyblion. Mae'n hanfodol pwysleisio'r disgwyliadau ynglŷn â phresenoldeb a phrydlondeb yn ystod y drefn bontio. Dylid amlygu achosion lle bu pryderon ynglŷn â phresenoldeb yn yr ysgol fel rhan o'r trefniadau pontio.

Gellir cysylltu â'r gwasanaeth Swyddogion Lles Addysg i gael cyngor neu gefnogaeth. Gall ymyrryd yn gynnar yn ystod y drefn bontio fod yn fwy effeithiol na gweithredu'n nes ymlaen wrth ymdrin â materion presenoldeb.

Nosweithiau Rhieni

Mae nosweithiau rhieni'n rhoi cyfle i drafod pryderon ynglŷn â phresenoldeb yn ogystal â materion eraill. Gellir cyfeirio rhieni at wasanaethau cymorth i gael cyngor a chyfarwyddyd er mwyn sicrhau eu bod yn deall y buddion sy'n deillio o fynychu'r ysgol yn rheolaidd.

Cosbau Ysgolion

Dylai ysgolion ymateb yn raddol i bryderon ynglŷn â phresenoldeb. Dylai llythyrau sy'n crybwyll absenoldebau a diffyg prydlondeb fod yn rhan annatod o weithdrefnau'r ysgol. Pan mae disgyblion yn methu'n gyson ag ymateb i gefnogaeth ac anogaeth gellir eu cosbi neu'u cadw ar ôl ysgol (lle bo hynny'n briodol ac wedi'i gyhoeddi ym Mholisi Presenoldeb yr ysgol).

Dylid cynnwys rhieni mewn unrhyw ymatebion o'r fath ac argymhellir bob amser y dylid mynd i'r afael â phryderon ynglŷn â phresenoldeb ar y cyd o'r cychwyn cyntaf. Pan mae rhieni'n methu â chydweithredu gellir cyflwyno Rhybudd cosb Benodedig neu ddilyn prosesau cyfreithiol a nodir yn y polisi hwn.

Gwobrau

Gall gwobrau gynnwys y pethau canlynol:

- Tystysgrifau Disgyblion
- Bathodynau / Pinnau Ysgrifennu
- Amser rhydd ychwanegol
- Tlws Dosbarth
- Gwobrau 100% ar gyfer y flwyddyn academiaidd
- Mynd i flaen y ciw cinio
- Llyfrau.

Gellid hefyd, er enghraifft, rhoi enwau disgyblion mewn het a thynnu enw allan o'r het ddiwedd y tymor a diwedd y flwyddyn academiaidd i ennill rhai o'r pethau canlynol:

- Tocynnau sinema
- Tocyn llyfrau
- Taleb iTunes
- Beic.

Gellir sefydlu partneriaeth â busnesau lleol i gynnal cynlluniau fel hyn mewn rhai ardaloedd.

Mae ymgynghori â disgyblion yn medru ychwanegu gwerth at y gwobrau hyn a helpu ysgolion i adnabod dyheadau a gwerthoedd disgyblion unigol a grwpiau blwyddyn.

Strategaethau Presenoldeb Ychwanegol

Swyddogaeth Gwasanaeth Lles Addysg yr Awdurdod Lleol



Mae'r Gwasanaeth Lles Addysg yn wasanaeth statudol sy'n cefnogi ysgolion i sicrhau bod pob disgybl yn mynychu'r ysgol yn rheolaidd. Mae gan ysgolion Swyddogion Lles Addysg dynodedig a fydd yn cysylltu â'r ysgol yn rheolaidd.

Bydd y Swyddog Lles Addysg yn cwrdd ag uwch-aelod o staff i drafod achosion a mynegi unrhyw bryderon. Yr ysgol a fydd yn arwain ar bob mater sydd a wnelo â'i chofrestr presenoldeb a'r Pennaeth yn unig sydd i benderfynu ynghylch cofnodi marciau presenoldeb, yn unol â'r canllawiau y mae Llywodraeth Cymru wedi'u cyhoeddi ynglŷn â'r Codau.

<https://llyw.cymru/codau-presenoldeb-ysgol-canllawiau>

Mae'r Gwasanaeth Lles Addysg wedi mabwysiadu dull newydd o roi cefnogaeth i ysgolion. Lluniodd y Gwasanaeth Ddatganiad o Genhadaeth pwrpasol a Phroffil Un Tudalen sy'n egluro dull gweithredu newydd y gwasanaeth (gweler yr Atodiad).

Mae'r Gwasanaeth bellach yn defnyddio data cyfredol o'r System Rheoli Gwybodaeth Ysgolion er mwyn adnabod patrymau ac achosion sy'n peri pryder a gweithredu rhag blaen yn eu cylch. Mae'r Uwch-ymgyngorydd Dysgu - Ymgysylltu hefyd yn proffilio data presenoldeb ysgolion yn rheolaidd er mwyn adnabod patrymau ac unigolion y gallai fod arnynt angen cefnogaeth.

Yn ôl Deddf Addysg 1996, mae rhieni dan ddyletswydd gyfreithiol i sicrhau bod eu plant yn mynychu'r ysgol yn rheolaidd ac yn brydlon. Pan mae rhieni'n methu â sicrhau bod eu plant yn mynychu'n rheolaidd gallent fod yn cyflawni trosedd a dylid hysbysu'r Gwasanaeth Lles Addysg cyn gynted ag y bo modd.

Ar brydiau, yn anffodus, gallai fod yn ofynnol arfer pwerau statudol. Gallai hynny olygu ymgeisio am Orchymyn Cosb Benodedig neu erlyn y rhieni/gofalwyr. Polisi Cyngor Sir y Fflint ymhob achos yw erlyn rhieni nad ydynt yn talu cosbau penodedig. Nid ar chwarae bach y mae'r Gwasanaeth Lles Addysg yn cymryd y camau hyn, fodd bynnag, a bydd yn gwneud ei orau glas i weithio â rhieni, ysgolion a disgyblion a'u cefnogi i wella presenoldeb nes y bydd yr holl ymdrechion hyn yn methu.

Swyddogaeth Ymgynghorwyr Gwella Ysgolion

Dylai ysgolion weithio â'u Hymgyngorwyr Gwella Ysgolion sy'n meithrin cyswllt â'r ysgol ac yn rhoi cyngor/cefnogaeth i hybu trefniadau'r ysgol ar gyfer gwella. Gall Ymgynghorwyr Gwella Ysgolion gydweithio'n agos â Gwasanaeth Lles Addysg yr Awdurdod Lleol lle bo modd, i drafod ysgolion y gallai fod angen ychwaneg o gymorth arnynt wrth ymateb i bryderon ynglŷn â phresenoldeb.

Panelli Presenoldeb/Cynlluniau Gwella Presenoldeb

Defnyddir Paneli Presenoldeb yng Nghymru fel rhan o'r strategaeth ar gyfer mynd i'r afael â phroblemau presenoldeb.

Mae paneli presenoldeb yn aml yn cynnwys Llywodraethwyr, uwch-aelodau o staff yr ysgol, Swyddogion Lles Addysg a'r rhieni/disgyblion. Gellir defnyddio'r paneli hyn i ymchwilio i'r cynnydd a wnaed wrth weithredu Cynllun Gwella Presenoldeb a'i adolygu.

Dylid hefyd gwahodd y rhieni i'r ysgol am drafodaeth fel rhan o'r ymateb graddol i bryderon ynglŷn â phresenoldeb. Gellir llunio Cynllun Gwella Presenoldeb a'i lofnodi yn ystod y cyfarfodydd hyn.

Dylid anfon llythyrau at rieni o flaen llaw i'w gwahodd i gymryd rhan mewn Paneli Presenoldeb/cyfarfodydd ynglŷn â'r Cynllun Gwella Presenoldeb lle bo modd. Os na yw rhiant/gofalwr yn medru dod i gyfarfod, dylid anfon llythyr arall atynt i gynnig cyfle arall. Os methir â dod i gyfarfod heb roi gwybod, mae'n bosibl y bydd unrhyw absenoldebau yn dal heb eu hawdurdodi gan y Pennaeth.

Patrolau Addysg Cymunedol

Rhoddir Patrolau Addysg Cymunedol ar waith o dan Ddeddf Trosedd ac Anhrefn 1998 pan adnabyddir mannau trafferthus mewn cyfarfod atgyfeirio oedolion agored i niwed / ymddygiad gwrthgymdeithasol.

Mae Heddlu Gogledd Cymru yn meddu ar y grym i holi rhieni a welir gyda phlant yn ystod oriau ysgol. Eir ag unrhyw blentyn a welir heb fod yng nghwmni oedolyn yn ôl i'r ysgol neu fan dynodedig diogel.

Defnyddir Patrolau Addysg Cymunedol o bryd i'w gilydd pan mae adnoddau ar gael, gyda'r nod o hyrwyddo manteision mynychu'r ysgolion yn rheolaidd/hyrwyddo gweithio mewn partneriaeth.

Cofnodir manylion rhieni a disgyblion, ynghyd â'r rhesymau pam fod disgybl i ffwrdd o'r ysgol. Caiff yr ysgolion e-bost i'w hysbysu o'r manylion a gafwyd. (Nid yw hyn ar waith yng Nghyngor Sir y Fflint ar hyn o bryd)

Cyswllt Diwrnod Cyntaf

Dylai fod gan yr ysgol drefn ar gyfer cysylltu ar y diwrnod cyntaf i gadarnhau pam fod plentyn yn absennol os na dderbyniwyd eglurhad digonol. Credir fod hynny'n arfer dda ac yn rhan hanfodol o weithredu trefn ddiogelu gadarn mewn ysgol. Gellir cyfeirio'r disgyblion hynny wedyn at wasanaethau cefnogi yn unol â thelerau'r polisi hwn.

Gellir defnyddio amryw ddyfeisiau a dulliau digidol i gysylltu â rhieni'n awtomatig. Mae rhai o'r dulliau hynny'n cofnodi cysylltiadau'n syth ar y System Rheoli Gwybodaeth Ysgol.

Casglu Data

Caiff data presenoldeb ysgolion eu holrhain a'u monitro'n electronig drwy'r amser, fesul disgyblion unigol a hefyd fel ysgol gyfan. Mae'r Awdurdod Lleol yn coladu'r data hynny a'u rhannu â'r Uwchymgyngorydd Dysgu - Ymgysylltu a Rheolwr y Gwasanaeth Lles Addysg yn rheolaidd.



Mae cysylltu â Phenaethiaid a staff ysgolion pan mae angen eglurhad o'r data yn rhan o swyddogaeth arferol yr Awdurdod Lleol. Gwneir hynny er mwyn sicrhau trafodaethau cadarnhaol ag ysgolion mewn ffordd gydweithredol cyn gynted ag y bo modd.

Monitro ac Adrodd

Dylai'r ysgol lunio adroddiadau rheolaidd i'r Corff Llywodraethu, yr Uwch Dîm Rheoli a'r Ymgynghorwyr Gwella Ysgolion i sicrhau fod lefelau presenoldeb yn glir a bod y codau presenoldeb yn gywir. Dylid hysbysu'r rhieni hefyd drwy sianeli cyfathrebu arferol yr ysgol fel y'u nodir yn y polisi hwn.

Atodiad 1

Cod	Ystyr	Ystyr Ystadegol
/\	Yn bresennol yn ystod y cyfnod cofrestru	Yn bresennol
L	Hwyr ond yn cyrraedd cyn i'r gofrestr gau	Yn bresennol
B	Addysgir oddi ar y safle	Gweithgaredd addysgol a gymeradwywyd
D	Cofrestriad deuol	Gweithgaredd addysgol a gymeradwywyd
P	Gweithgaredd chwaraeon a gymeradwywyd	Gweithgaredd addysgol a gymeradwywyd
V	Taith neu ymweliad addysgol	Gweithgaredd addysgol a gymeradwywyd
J	Cyfweliad	Gweithgaredd addysgol a gymeradwywyd
W	Profiad gwaith (nid hyfforddiant seiliedig ar waith)	Gweithgaredd addysgol a gymeradwywyd
C	Amgylchiadau awdurdodedig eraill (na chwmpesir gan god arall)	Absenoldeb awdurdodedig
F	Gwyliau teuluol estynedig a gytunwyd	Absenoldeb awdurdodedig

H	Gwyliau teuluol a gytunwyd	Absenoldeb awdurdodedig
I	Salwch	Absenoldeb awdurdodedig
M	Apwyntiad meddygol / deintyddol	Absenoldeb awdurdodedig
S	Absenoldeb astudio	Absenoldeb awdurdodedig
E	Gwaharddiad	Absenoldeb awdurdodedig
R	Diwrnod a neilltuwyd ar gyfer defodau crefyddol	Absenoldeb awdurdodedig
T	Absenoldeb Teithiwr	Absenoldeb awdurdodedig
N	Ni roddwyd unrhyw reswm eto dros yr absenoldeb	Absenoldeb anawdurdodedig
O	Absenoldeb anawdurdodedig arall (na chwmpesir gan godau eraill)	Absenoldeb anawdurdodedig

G	Gwyliau teuluol (na chytunwyd arnynt)	Absenoldeb anawdurdodedig
U	Hwyr ar ôl i'r cyfnod cofrestru ddod i ben	Absenoldeb anawdurdodedig
X	Sesiynau heb eu rhaglennu ar gyfer disgyblion nad ydynt o oedran ysgol gorfodol	Nid yw'n ofynnol iddynt fod yn bresennol
Y	Cau'r ysgol yn rhannol a gorfod cau ysgol	Nid yw'n ofynnol iddynt fod yn bresennol
Z	Nid yw'r disgybl ar y gofrestr eto	Nid yw'n ofynnol iddynt fod yn bresennol
#	Yr ysgol ar gau i bob disgybl	Nid yw'n ofynnol iddynt fod yn bresennol

Atodiad 2

Cais am wyliau yn ystod y tymor

Rhan A

I'w lenwi gan y Rhiant/Gwarcheidwad o leiaf bythefnos o flaen llaw.

Enw'r Plentyn:	Dosbarth	Dyddiad Geni	Cyfeiriad	Rhif ffôn
1.				
2.				
3.				
4.				

Dyddiadau'r gwyliau (gan ystyried y posibilrwydd o awyrennau'n cyrraedd yn hwyr os yw'n bosibl)

Rhwng: a

Lleoliad y gwyliau

(DS – Mae hyn am resymau amddiffyn plant er mwyn sicrhau bod ein holl blant yn ddiogel)

Datganiad:

Rwy'n deall y gall y Pennaeth awdurdodi neu beidio ag awdurdodi'r cais hwn am wyliau ac y bydd ef/hi yn arfer ei (d)doethineb wrth benderfynu ar sail amgylchiadau fy mhlentyn. Os nad yw'r Pennaeth yn awdurdodi'r gwyliau hwn, gallai arwain at wneud cais i Wasanaeth Lles Addysg yr Awdurdod Lleol am Rybudd Cosb Benodedig a bennir yn unol â pholisi presenoldeb yr ysgol. (Gofynnwch am gopi yn yr ysgol neu ewch i wefan yr ysgol)

Rhiant/Gwarcheidwad

Gwyrdd	100%	Heb golli unrhyw wersi.
	99%	Colli tua 10 o wersi.
	98%	Colli tua 20 o wersi.
	97%	Colli tua 30 o wersi.
Oren	96%	Colli tua 8 diwrnod o ysgol. Bydd yn anodd dal i fyny â'r addysg a gollwyd o tua 40 o wersi.
	95%	Colli tua phythefnos o ysgol.
	93%	Colli tua 14 diwrnod o ysgol. Sef colli bron i dair wythnos o addysg.
Coch	92% ac is.	

Colli mwy na thair wythnos o addysg. Diffyg addysg difrifol a fedrai amharu ar gyflawniad.

Rhan B

I'w lenwi gan y Pennaeth cyn pen wythnos ar ôl y cais.

Rhesymau dros wrthod awdurdodi'r absenoldeb
.....

Rhesymau dros awdurdodi
.....
.....

Mae'r Pennaeth / Nid yw'r Pennaeth (*dilëwch) wedi awdurdodi'r cais canlynol am wyliau am y rhesymau a nodir uchod.

Gweler y dystysgrif cofrestru presenoldeb sydd ynghlwm.

Llofnod