

# Polisi Presenoldeb Attendance Policy



# PRESENOLDEB

## CEFNDIR

Mae yna lawer iawn o bryder cyhoeddus ynglŷn â thriwantaeth (Triwant – unigolyn yn absennol o'r ysgol heb ganiatâd person ag awdurdod). Mae absenoldeb yn cael effaith ddrwg ar yr unigolyn ynghyd â'r gymuned. Rhaid annog mynychiad cyson i'r ysgol er mwyn sicrhau parhad a dilyniant ym mhrofiadau addysgol y disgyblion. Dengys tystiolaeth yn glir bod triwant yn wynebu methiant addysgol ac fel canlyniad yn methu â chyflawni ei lawn botensial ym mywyd cymdeithasol ac economaidd y gymuned ac yn methu â chyfrannu'n bositif i'r gymdeithas. Os yw lefelau triwantaeth disgybl yn uchel, mae'n annhebygol iawn y bydd yn llwyddo i ennill unrhyw gymhwyster addysgol ac felly mae'n debygol o wynebu methiant wrth chwilio am waith. Gall triwant hefyd effeithio ar waith ei gyd ddisgyblion os oes rhaid i'r athro ail wneud gwaith er budd y rhai oedd yn absennol.

Amlygwyd y ffactorau canlynol fel rhai sy'n gysylltiedig â phresenoldeb gwael:

- Absenoldeb a oddefir gan rieni nad ydynt yn rhoi llawer o werth ar bresenoldeb yn yr ysgol.
- Ymwrthedd gwael i salwch a gwella o salwch yn arbennig ymysg teuluoedd incwm isel.
- Anfodlonrwydd gyda'r cwricwlwm a gynigir yn yr ysgol (yn arbennig CA4).
- Anhawster gydag ymdopi â gwaith ysgol (diffyg sgiliau llythrennedd).
- Cydberthynas wael gyda staff ysgol.
- Cydberthynas wael gyda chyd-ddisgyblion.
- Amgylchiadau cartref anodd, yn cynnwys diffyg disgyblaeth a rheolaeth gan rieni.

O ran strategaeth bydd yr ysgol yn rhoi sylw i'r canlynol:

- Ymyrraeth gynnar yn atal tuedd o absenoldeb achlysurol rhag datblygu i fod yn driwantaeth.
- Cynhaliaeth cofnodion cronus gofalus a'r rhesymau a roddir dros absenoldeb pob disgybl fel sail ar gyfer dadansoddiad dilynol a chymau priodol lle bo angen.
- Gwobrwyo presenoldeb da.

## RHEOLI PRESENOLDEB

Rhaid ceisio adnabod a gweithredu i atal absenoldeb heb ganiatâd yn gynnar. (Nid yw'n bosib bob amser i adnabod absenoldeb fel un gyda chaniatâd neu heb ganiatâd yn syth).

Rhoir blaenoriaeth uchel i bresenoldeb fel ysgol ac mae yna strwythur rheoli effeithiol yn ei le yn barod ac yn cael ei amlinellu isod. Rhaid i'r holl athrawon drosglwyddo'r neges yn glir i ddisgyblion bod presenoldeb cyson yn hanfodol ac ni chaniateir absenoldeb heb ganiatâd.

- Cynhelir cyfarfod wythnosol rhwng y Prifathro, Penaethiaid Ysgol, Swyddogion Lles a'r Ymgynghorydd Iechyd i archwilio'r cofrestr yn fanwl. Trafodi patrymau absenoldeb unigolion ac fel canlyniad cysylltir â nifer o rieni, ac mewn ambell achos bydd y Swyddog Lles yn ymweld â'r cartref.
- Bydd yr ysgol yn cytuno ar enwau gogyfer â grŵp targed ymhob blwyddyn ysgol.

Bydd ysgol yn cysylltu â'r chartref pob disgybl sydd â'i enw yn ymddangos ar y rhestr os yw'n absennol o'r ysgol ar y diwrnod cyntaf a'r trydydd ddiwrnod o absenoldeb, ar ôl 10 o'r gloch y bore.

Cyfrifoldeb y Tiwtor Dosbarth fydd anfon y ffurflen briodol gyda manylion am bresenoldeb y grŵp targed i'r Swyddfa bob bore.

Bydd y Pennaeth Ysgol yn gyfrifol am roi gwybodaeth gyffredinol i'r holl ddisgyblion ynglŷn â'r prosiect yma a sicrhau bod pob disgybl a'i rieni yn ymwybodol bod ei enw wedi'i gynnwys ar y rhestr grŵp targed.

Bydd yr enwau ar y rhestr yma yn gallu cael eu newid fel bo angen. Os bydd yna welliant amlwg mewn presenoldeb unigolyn yna bydd yr enw yn cael ei dynnu oddi ar y rhestr.

- Mae pob absenoldeb yn effeithio ar gynnydd plentyn yn yr ysgol ac mewn achosion o absenoldeb anfoddhaol gweithredir yn y dull hwn:
  1. Presenoldeb o dan 95% yn ystod un tymor – cyfweld â'r disgybl.
  2. Presenoldeb o dan 92% yn ystod un tymor – rho gwybod i rieni/ceidwad.
  3. Presenoldeb o dan 90% yn ystod un tymor – cyfweld a'r rhieni/ceidwad.
- Bydd yr ysgol yn gwobrwyo disgyblion BI.7 – 11 sydd wedi llwyddo i gael presenoldeb o 100% yn ystod unrhyw hanner tymor, tymor neu flwyddyn gyfan â pwyniau clod, thystysgrif briodol ac enwau yn y 'Grand Draw'.
- Gosodir targed o gynyddu lefel presenoldeb yr ysgol 0.5% yn flynyddol ar gyfer y tair blynedd nesaf.

## **GOFYNION CYFREITHIOL**

- Rhaid i bob Ysgol gadw cofrestr presenoldeb a'i lenwi yn ddyddiol ar ddechrau sesiwn y bore a'r prynhawn. Rhaid nodi os yw'r disgybl yn bresennol neu'n absennol ac mae angen gwahaniaethu rhwng absenoldeb gyda chaniatâd ac un heb ganiatâd.
- Rhaid i ysgolion gynnwys ffigurau absenoldeb heb ganiatâd i'r rhieni drwy'r adroddiad blynyddol a phrosbectws yr Ysgol.
- Rhaid cofio bod y gofrestr yn ddogfen gyfreithiol a all gael ei defnyddio mewn achosion llys barn.
- Danfonir ffigurau absenoldebau i'r Swyddfa Addysg ar ddiwedd bob tymor.
- Mae'r Ysgol yn dilyn canllawiau'r Sir ar gofnodi absenoldebau.

# ATTENDANCE

## BACKGROUND

There is a great deal of public concern about truancy (Truancy – absence from school without leave from a duly authorised person). It is always bad for the individual pupils involved, as well as for the wider community. Regular school attendance is vital to ensure continuity and progression in the learning process. Evidence shows that persistent truants are particularly at risk of educational failure and as a direct consequence, of failing to fulfil their potential in the economic and social life of the community and of failing to make a positive contribution to society. Pupils with serious levels of truancy are much more likely to have no examination passes and hence face failure in the job market. Truants also put at risk not only their own futures, but also those of their classmates, if teachers need continually to repeat earlier lessons to bring up-to-date those who have been absent.

The following factors have been identified as those associated with poor attendance.

- Absence that is tolerated by parents who place little value on regular attendance in school.
- Poor resistance to illness and slow recovery especially in low income families.
- Disaffection with the curriculum on offer (especially in KS4).
- Difficulties coping with school work (lack of literacy skills).
- Poor relationship with the staff.
- Poor relationship with fellow pupils.
- Difficult home circumstances, including lack of discipline and control by parents.

The school will be paying special attention to the following:

- Early intervention to prevent occasional absenteeism from becoming truancy.
- Detailed cumulative records of attendance and the reasons given for absence as a basis for analysis and follow-up.
- Rewarding good attendance.

## MANAGING ATTENDANCE

Unauthorised absence must be identified and tackled at an early stage (it may not always be possible immediately to identify an absence as authorised or unauthorised).

The school gives a high priority to attendance and an effective management system is already in place and outlined below. All teachers must convey a clear message that regular attendance is vital and that unauthorised absence will not be tolerated.

- A weekly meeting is held between the Headteacher, Heads of School, the Local Education Officers and the Health Adviser. All patterns of attendance are considered at these meetings, as a result of which parents are contacted by the school or in some circumstances the Education Welfare officer makes a home visit.
- The school will decide on the pupils to be placed in the target group for each year.

School will contact the homes of every pupil on the list on the first and third day of absence, after 10am.

It is the responsibility of the Form Tutor to send the relevant slip with details of the target group to the Office every morning.

The Head of School is responsible for ensuring that all pupils are aware of the project and that the parents of pupils that have been targeted have been fully informed.

The names on the list may be changed as required. If the attendance of an individual improves significantly then his/her name will be removed from the list.

- All absenteeism affects the progress of pupils in school and in cases of unsatisfactory absence the following procedure will be implemented:
  1. Attendance below 95% in a term – interview pupil.
  2. Attendance below 92% in a term – inform parents/guardians.
  3. Attendance below 90% in a term – interview parents/guardians.
- The school will reward Yr.7 – 11 pupils who achieve a 100% attendance record during any half term, term of year with Merit points, appropriate certificates and entry of their names into a 'Grand Draw'.
- Target an improvement of 0.5% every year for the next three years.

## **LEGAL REQUIREMENTS**

- All schools must keep an attendance register on which a daily record of attendance must be recorded at the beginning of each morning and afternoon session. A pupil should be marked present or absent and all schools must distinguish between authorised and unauthorised absences of pupils.
- All schools must include specified information to parents on rates of unauthorised absence in their prospectuses and annual reports.
- It must be noted that the register is a legal document that may be used in a court case.
- Attendance figures are sent to the Education Office at the end of every term.
- The school follows the guidelines set out by the County on recording absences.