

Polisi Presenoldeb / Attendance Policy



Dyddiad: Tachwedd 2022

Date: November 2022

Cadeirydd y Llywodraethwyr:

Chair of Governors:

K.M. Gath

Pennaeth:

Headteacher:

A. J. L.

Egwyddorion Sylfaenol

Mae presenoldeb da yn yr ysgol yn hanfodol er mwyn dysgu'n effeithiol a llwyddiant disgyblion yr ysgol. Mae'n flaenoriaeth felly i holl gymuned Ysgol Glan Ceubal, Cyngor Caerdydd a Llywodraeth Cymru.

Mae'r ysgol yn deall y gall teuluoedd a phlant cael anawsterau a all fod yn her i bresenoldeb da, ac felly bydd yn ceisio nodi ffyrdd y gall plant a theuluoedd dderbyn cefnogaeth er mwyn cyflawni'r presenoldeb gorau posibl.

Canllawiau ar gyfer Rhieni a Gwarcheidwaid

Adrodd am Absenoldebau gan Rieni a Gwarcheidwaid

Ar adegau pan na fydd plant yn mynychu'r ysgol, mae angen i rieni/warcheidwaid i gyfathrebu pob absenoldeb drwy gysylltu â'r ysgol trwy ffonio'r ysgol cyn 8.45yb ar bob diwrnod o absenoldeb, neu ymlaen llaw lle bynnag y bo modd. Rhaid nodi rheswm dros yr absenoldeb. Mae'r system yn ffôn yn caniatáu i Rieni a Gwarcheidwaid adael neges yn hytrach na'r angen i gael sgwrs gyda'r swyddfa'r ysgol.

Mae **absenoldebau anawdurdodedig heb eglurhad** yn cael eu dilyn i fyny gan y Swyddog Weinyddol neu'r Uwch Dîm Arwain.

Tystiolaeth feddygol i gefnogi absenoldebau ac apwyntiadau meddygol/deintyddol

Gall pryderon presenoldeb parhaus yn yr ysgol arwain at rieni yn cael eu hysbysu o benderfyniad a gymerwyd gan Bennaeth yr ysgol, bod angen tystiolaeth feddygol gan yr ysgol cyn awdurdodi absenoldeb pellach fel salwch. Gall llythyr gael ei anfon i'r perwyl hwn, ar unrhyw un o'r camau o'r dull 5-cam i bresenoldeb (gweler isod).

Hysbysiadau Cosb Benodedig

Mae gan yr ysgol yr hawl i ofyn am Hysbysiad Cosb Benodedig ar gyfer gwyliau a gymerir yn ystod y tymor a/neu am unrhyw absenoldebau anawdurdodedig arall ar gofrestr yr ysgol.

Llofnodi i mewn/allan i'r ysgol yn hwyr neu'n gynnar

Rhaid i rieni / gwarcheidwaid disgyblion, sy'n cyrraedd yr ysgol yn hwyr neu'n gadael yn gynnar i lofnodi i mewn/allan wrth Dderbynfa'r ysgol.

Pe bai angen i blentyn adael y safle yn gynnar am unrhyw reswm mae **RHAID** i'r rhiant neu'r gwarcheidwaid ddarparu esboniad ysgrifenedig o flaen llaw trwy ffonio swyddfa'r ysgol neu drwy ddanfon e-bost at YsgolGlanCeubal@caerdydd.gov.uk gan esbonio'r amgylchiadau.

Dull Pump-Cam i Reoli Presenoldeb

Cynhelir cyfarfodydd rheolaidd rhwng staff yr ysgol a'r Swyddog Presenoldeb, i drafod disgyblion â phresenoldeb sydd o dan 90%.

1. Ar Gam 1 o'r dull 5-cam i bresenoldeb, bydd aelod o Uwch Dîm Arwain yr ysgol fel arfer yn cysylltu gyda'r rhieni/gwarcheidwaid.
2. Ar Gam 2 o'r dull 5-cam i bresenoldeb, gall y Swyddog Presenoldeb Ysgol cysylltu gyda'r rhieni/gwarcheidwaid.
3. Ar Gam 3 o'r dull 5-cam i bresenoldeb, gall y Swyddog Lles Addysg cysylltu gyda theulu'r disgybl.
4. Gall Camau 1-3 olygu cyfarfodydd yn yr ysgol a gohebiaeth eraill gyda rhieni/gwarcheidwaid, er mwyn ceisio mynd i'r afael â phryderon presenoldeb.
5. Gall Camau 2 a 3 hefyd cynnwys ymweliadau i gartref y teulu i weithio gyda theuluoedd i fynd i'r afael â phresenoldeb.

Bydd y Swyddog Presenoldeb yn gwneud pob ymdrech i gynnig cyngor a chefnogaeth i deuluoedd os gwelir bod angen gwneud hynny. Gall hyn gynnwys cyfeirio teuluoedd tuag at asiantaethau cefnogi a all fod o gymorth, a/neu wneud cyfeiriadau am gymorth.

Bydd y Swyddog Presenoldeb yn rhannu gwybodaeth a ddarperir gan y teulu, i'r Pennaeth neu Aelod o'r Uwch Dîm Rheoli yn yr ysgol. Gall unrhyw bryderon diogelu a/neu les cael ei godi gyda'r swyddog amddiffyn plant. Gall gwybodaeth hefyd cael ei rhannu gyda'r Gwasanaeth Lles Addysg.

Gwyliau teuluol a gymerwyd yn ystod tymor yr ysgol.

Ni roddir caniatâd i ddisgyblion fod yn absennol o'r ysgol i fynd ar wyliau. Bydd unrhyw gyfnod o absenoldeb ar wahân i salwch, gwyliau crefyddol neu argyfwng teuluol, yn cael ei gyfrif fel absenoldeb heb ganiatâd.

Plant sy'n colli addysg heb esboniad

Pan fydd disgyblion yn methu mynychu ysgol heb eglurhad gan rieni, gall gweithdrefnau diogelu gael eu dilyn gan yr ysgol, y Swyddog Presenoldeb a/neu'r Gwasanaeth Lles Addysg.

Gall hyn gynnwys dilyn i fyny absenoldeb parhaus drwy wneud ymholiadau gyda chysylltiadau'r teulu, ffrindiau, rhieni eraill, cymdogion a gwasanaethau statudol (gan gynnwys yr heddlu a'r Gwasanaethau Plant), er mwyn ceisio canfod lle'r mae'r plentyn.

Nid yw'r rhestr hon yn gyflawn ac mae'n dibynnu ar bob achos unigol.

Mae'n bwysig i rieni gofio mai cyfrifoldeb y rhiant/gwarcheidwad ydyw i hysbysu'r ysgol ymlaen llaw am unrhyw absenoldeb.

Canllawiau Presenoldeb ar gyfer staff

- Mae cofrestru disgyblion pob bore a phrynhawn yn ofyniad cyfreithiol ac mae'n rhaid gwneud hynny ar ddechrau'r bore (8:45yb) a'r prynhawn (1:00yp). Dylid gwneud hyn yn ddigidol ar Inventry. Os nad oes gennych fynediad at Inventry, eich dyletswydd chi yw cysylltu â'r swyddfa i ofyn am gofrestr papur a'i ddychwyelyd at y swyddfa wedi'i gwblhau.
- Bydd angen i ddisgyblion sy'n cyrraedd eu dosbarth ar ôl i'r gofrestr gael ei gymryd, gael eu marcio yn hwyr ar y gofrestr (ar ôl 9yb) gyda'r cod (L). Os bydd disgybl yn cyrraedd ar ôl i'r gofrestr gau (9:15yb) bydd y disgybl yn derbyn marc absenoldeb heb ei awdurdodi (U).
- Ar ddiwedd bob wythnos, mae gofyn i athrawon dosbarth sicrhau nad oes marciau coll (-) o'r gofrestr ar gyfer yr wythnos honno. Dylid hefyd sicrhau bod pob rheswm absenoldeb y gwyddoch amdanynt wedi'u nodi ar Inventry. Lle bo absenoldeb heb reswm (N) yn parhau, bydd staff y swyddfa yn cysylltu â theuloedd er mwyn darganfod rheswm dros yr absenoldeb. Bydd unrhyw rhesymau absenoldeb a ddaw trwy ffôn y swyddfa wedi'u nodi ar Inventry ar y pryd.
- Pe bai gennych unrhyw gwestiynau am brosesau cofrestru, gan gynnwys codau cywir, mae dyletswydd arnoch i wirio hyn gyda staff y swyddfa. Mae cofrestru'n gywir yn statudol.
- Rhaid i llythyron sy'n esbonio absenoldeb neu plant sydd wedi cyrraedd yn hwyr gael eu llofnodi a'u dyddio gan yr athro dosbarth a'u danfon ymlaen at swyddfa'r ysgol er mwyn i'r Swyddog Gweinyddol cofnodi'r cod priodol yn electronig i mewn i'r modiwl presenoldeb SIMS. Mae'n rhaid i'r llythyrau gael eu cadw am o leiaf chwe mis. Os oes unrhyw amheuaeth ynghylch dilysrwydd unrhyw esboniad absenoldeb, dylai'r athro weld aelod o'r Uwch Dîm Arwain er mwyn cysylltu â'r rhieni yn uniongyrchol. Nid yw llythyr bob amser yn gwneud absenoldeb yn gyfreithlon.
- Os yw rhiant / gwarchweidwaid wedi cyflwyno tystiolaeth ar ran y disgybl gan weithiwr meddygol er mwyn cefnogi absenoldeb, dylid darparu gopi i'r swyddfa'r ysgol. Gall hyn cael ei chyflwyno i Swyddog Presenoldeb Ysgol. Bydd Swyddog Gweinyddol yn diweddarau SIMS a marcio'r absenoldeb fel salwch, neu fel apwyntiad meddygol (lle bo'n briodol.)
- Pe bai gennych bryder am lefelau presenoldeb plentyn, neu am les plentyn yn gysylltiedig ac absenoldeb, gofynir i chi drafod hynny ag aelod o'r Uwch Dîm Arwain.

Codau Presenoldeb

A	Yn bresennol yn ystod y cyfnod cofrestru
L	Hwyr ond yn cyrraedd cyn i'r gofrestr gau (9yb)
B	Addysgir oddi ar y safle (nid cofrestriad deuol)
D	Cofrestriad deuol (h.y. mae'r disgybl yn mynd i sefydliad arall)
P	Gweithgaredd chwaraeon a gymeradwywyd
V	Ymweliad neu daith addysgol
J	Cyfweliad
W	Profiad gwaith (nid hyfforddiant seiliedig ar waith)
C	Amgylchiadau awdurdodedig eraill (nas cwmpesir gan god/disgrifiad priodol arall)
F	Gwyliau teuluol estynedig y cytunwyd arnynt (l'w ddefnyddio dan amodau eithriadol yn unig)
H	Gwyliau teuluol y cytunwyd arnynt
I	Salwch
M	Apwyntiad meddygol neu ddeintyddol
S	Absenoldeb astudio
E	Wedi'i wahardd ond ni wneir unrhyw ddarpariaeth amgen
R	Diwrnod a neilltuwyd ar gyfer defodau crefyddol yn unig
T	Absenoldeb teithiwr
N	Ni roddwyd unrhyw reswm eto dros yr absenoldeb
O	Absenoldeb anawdurdodedig arall (nas cwmpesir gan godau na disgrifiadau eraill)
G	Gwyliau teuluol (na chytunwyd arnynt neu sesiynau sy'n ychwanegol at yr hyn y cytunwyd arno)
U	Hwyr (ar ôl i'r cyfnod cofrestru ddod i ben)
X	Sesiynau heb eu rhaglennu ar gyfer disgyblion nad ydynt o oedran ysgol gorfodol
Y	Cau ysgol yn rhannol a gorfod cau ysgol
Z	Nid yw'r disgybl ar y gofrestr eto
#	Yr ysgol ar gau i bob disgybl

Basic Principles

Good attendance at school is vital for effective learning and the success of pupils in school. This is therefore a priority for the whole school community at Ysgol Glan Ceubal, Cardiff Council and Welsh Government.

The school understands that families and children may experience difficulties which can present a challenge to good attendance and will therefore endeavour to identify ways in which children and families can be supported to achieve the best attendance possible.

Guidelines for Parents and Guardians

Absence reporting by parents and guardians

In the event that children will not be attending school, parents and guardians need to communicate all absence by contacting the main school phoning the school office, before 8:45am on each day of absence, or in advance wherever possible. Reasons must be stated for absences. The telephone system allows parents and guardians to leave a message explaining the child's absence rather than the need to speak to a member of the office staff.

Unauthorised absences without explanation are followed up by the Admin Officer and Senior Leadership Team.

Medical evidence to support absences and medical /dental appointments

Ongoing attendance concerns at school may result in parents being notified of a decision taken by the Headteacher, that medical evidence is required by the school before authorising further absences as illness. A letter may be sent to this effect, at any of the steps of the 5-step approach to attendance (details below).

Fixed Penalty Notices (FPN)

The school reserves the right to request that an FPN is issued for a holiday taken during term time and/or for any other unauthorised absences on the school register.

Signing in/out of school late or early

Parents or Guardians of pupils who arrive at school late or leave early must sign in/out at the school Reception on behalf of their child via the electronic system.

If a child needs to leave the school site early for any reason then the parent/guardian **MUST** provide a written explanation before-hand by telephone or an e-mail to YsgolGlanCeubal@cardiff.gov.uk explaining the circumstances.

Five-Step Approach to Managing Attendance

Regular meetings are held between the school's Headteacher or Deputy and the School Attendance Officer (SAO), to discuss pupils with attendance under 90%.

1. At Step 1 of the 5-step approach to attendance, contact may be made with the parents/guardians by a member of the Senior Leadership Team.

2. At Step 2 of the 5-step approach to attendance, contact may be made with the parents/guardians by the School Attendance Officer.
3. At Step 3 of the 5-step approach to attendance, contact may be made by the Education Welfare Officer with the family of the pupil.
4. Steps 1-3 may involve meetings at school and other correspondence with parents/guardians, to attempt to address attendance concerns.
5. Steps 2 and 3 may also involve visits to the family home to work with families to address attendance.

The School Attendance Officer (SAO) will make every effort to offer advice and support to families where a need may have been identified. This can include signposting families to support agencies that may be able to be of assistance, and /or making referrals for support.

The SAO will share information provided by the family, to the Headteacher or a member of the Senior Leadership Team. Any safeguarding and/or welfare concerns may be raised with the child protection officer. Information may also be shared with the Education Welfare Service.

Family holidays taken during the school term

Permission is not granted for children to be absent due to holidays. Any period of absence, apart from sickness, religious holidays and family emergencies will be marked as an unauthorised absence.

Children missing education without explanation

When pupils fail to attend school without an explanation from parents, safeguarding procedures may be followed by the school, the School Attendance Officer and/or Education Welfare Service.

This can involve following up an ongoing absence by making enquiries with family contacts, friends, other parents, neighbours and statutory services (including the police and Children's Services,) in order to try to establish a child's whereabouts.

This list is not exhaustive and depends on each individual case.

It is important for parents/guardians to be mindful that it is their responsibility to notify the school in advance of any absence.

Guidelines for Staff

Attendance Guidelines for staff

- Taking a register each morning and afternoon is a legal requirement and must be done at the beginning of the morning (8:45am) and afternoon (1:00pm). This should be done digitally on Inventiony. If you do not have access to Inventiony, it is your duty to contact the office to request a paper register and return it to the office after completion.
- Pupils who arrive at their class after the register has been taken, will need to be marked late on the register (after 9am) with the code (L). If a pupil arrives after the register closes (9:15am) the pupil will receive an unauthorised absence mark (U).

- At the end of each week, classroom teachers are required to ensure that there are no missing marks (-) from the register for that week. Every absence reason known should also be recorded on SIMS. Where there is an absence without reason (N), office staff will contact families to find out a reason for the absence. Any reasons that come through the office phone will be recorded on Inventory.
- Should you have any questions about registration processes, including correct codes, you have a duty to check this with office staff. Accurate registration is a statutory requirement.
- Letters explaining the absence or late arrival of children must be signed and dated by the classroom teacher and forwarded to the school office for the Administrative Officer to electronically enter the appropriate code into the SIMS attendance module. The letters must be kept for at least six months. If there is any doubt about the validity of any absence explanation, the teacher should see a member of the Senior Leadership Team to contact the parents directly. A letter does not always legalise an absence reason.
- If a parent / guardian has submitted evidence on behalf of the pupil from a medical worker in support of absence, a copy should be provided to the school office. This can be submitted to a School Attendance Officer. An Administrative Officer will update SIMS and mark the absence as sick, or as a medical appointment, where appropriate.
- If you have a concern about a child's attendance, or a child's well-being linked to attendance, you should discuss this with a member of the Senior Leadership Team.

Attendance Codes – Reference Table

Code	Meaning	Statistical category
/\	Present at registration	present
L	Late but arrived before the register closed	present
B	Educated off-site (not dual registration)	approved educational activity
D	Dual registered (present at another school of PRU)	approved educational activity
P	Approved sporting activity	approved educational activity
V	Educational visit or trip	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 appropriate code/description)	Authorised absence
F	Extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical or dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Excluded but no alternative provision made	Authorised absence
R	Day set aside exclusively for religious observance	Authorised absence
T	Traveller absence	Authorised absence
N	No reason for the absence provided yet	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	Unauthorised absence
U	Late and arrived after the register closed	Unauthorised absence
X	Un-timetabled sessions for non-compulsory school-age pupils	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Pupils not on roll yet	Not required to attend
#	School closed to all pupils	Not required to attend