



YSGOL MORGAN LLWYD

Polisi ar Bresenoldeb a Phrydlondeb (2020)

**Cafodd y polisi hwn ei
gymeradwyo gan Gorff
Llywodraethu Ysgol
Morgan Llwyd.**

Llofnodwyd ar ran
y Corff Llywodraethu

Attendance and Punctuality Policy (2020)

*This policy was approved by
the Governing Body
of Ysgol Morgan Llwyd.*

*Signed on behalf of
the Governing Body*

Parch. Trefor Jones-Morris

Dyddiad / Date

Cadeirydd Bwrdd Llywodraethu
Ysgol Morgan Llwyd

*Chair of the Board of Governors
Ysgol Morgan Llwyd*

Adolygiadau

Caiff y polisi hwn ei adolygu
pob tair blynedd.

Reviews

*This policy will be reviewed
every three years.*

Dyddiad Adolygiad <i>Revision Date</i>	Cadeirydd <i>Chair</i>	Llofnod <i>Signature</i>	Dyddiad <i>Date</i>

1. CYFLWYNIAD

Credwn fel ysgol fod sicrhau safonau uchel o bresenoldeb a phrydlondeb yn holl bwysig yn y broses o gynnal safonau academaidd uchel, dileu tangyflawni a pharatoi myfyrwyr at y byd gwaith. Dim ond drwy ymbresenoli eu hunain yn yr ysgol ar bob achlysur posibl y caiff ein myfyrwyr y budd mwyaf o'u haddysg. Mae swyddogaeth pob aelod o'r staff yn hanfodol bwysig yn y broses o arolygu presenoldeb/absenoldeb a phrydlondeb.

Mae gan yr Awdurdod Lleol bwerau i gyflwyno Rhybuddion Cosb Benodedig. Gellir cyflwyno'r Rhybuddion Cosb Benodedig hyn ar gyfer unrhyw absenoldebau o'r ysgol sydd heb eu hawdurdodi am dros bum niwrnod ysgol mewn un tymor.

Mae Ysgol Morgan Llwyd yn monitro presenoldeb pob disgybl yn wythnosol. Os yw presenoldeb unigolyn yn disgyn yn is na 92% a bod hynny heb reswm teilwng yna byddwn yn dechrau'r broses llythyru. Mae 4 cam i'r broses yma:-

1. Llythyr i hysbysu'r rhieni/gwarcheidwad fod presenoldeb eu plentyn wedi llithro yn is na 92% neu fod mwy na 3 cyfnod o bresenoldeb wedi bod o fewn hanner tymor neu o leiaf 2 gyfnod o 5 diwrnod neu fwy.
2. Llythyr dilynol i hysbysu rhieni nad yw'r presenoldeb wedi gwella ac i ofyn am gyfarfod pellach yn yr ysgol i drafod.
3. Llythyr i hysbysu nad oes gwelliant yn eu presenoldeb ac y bydd rhaid cefnogi unrhyw absenoldeb pellach gyda llythyr doctor. Bydd 5 achlysur o absenoldeb yn arwain at ddirwy gan yr Awdurdod Lleol
4. Llythyr i gadarnhau fod cais i'r awdurdod am ddirwy yn cael ei wneud.

2. NODAU AC AMCANION

Ymdrechir i:

- (i) Greu awyrgylch gartrefol, hapus lle bydd myfyrwyr yn teimlo'n ddiogel ac yn awyddus i fod yn rhan o'r gymuned yn ddyddiol. Bydd hynny'n meithrin balchder o fod yn perthyn i gymdeithas yr ysgol.
- (ii) Sicrhau presenoldeb uchel gan y myfyrwyr fel eu bod yn fyfyrwyr addysg ddi-dor ac felly yn ymdrechu i'r eithaf i gyflawni eu potensial yn llawn.

1. INTRODUCTION

At Ysgol Morgan Llwyd we believe that ensuring high standards of attendance and punctuality is paramount in maintaining high academic standards, eliminating underperformance and preparing students for the world of work. Students will only prove education's greatest benefits by attending school wherever possible. The role of all school staff is vitally important in the process of monitoring attendance/absence and punctuality.

The Local Authority has powers to issue Fixed Penalty Notices. These Fixed Penalty Notices can be issued for any unauthorised school absences of five school days or more in a term.

At Ysgol Morgan Llwyd we monitor pupil attendance on a weekly basis. If an individual's attendance falls below 92% without good reason, we will start the correspondence process. There are 4 stages to this process: -

- 1. A letter to inform parents/guardians that their child's attendance has fallen below 92% or that there have been more than 3 periods of attendance within the half term or at least 2 periods of 5 days or more.*
- 2. A follow up letter to inform parents that their child's attendance has not improved and to request a further meeting at the school to discuss.*
- 3. A letter to inform them that their child's attendance has not improved and that any further absences will have to be supported by a doctor's letter. 5 occasions of absence will result in a Local Authority fine.*
- 4. A letter confirming an application is being made to the authority for a fine.*

2. AIMS AND OBJECTIVES

We aim to:

- (i) Create a homely, happy atmosphere where students feel safe and eager to be part of the school community on a daily basis. In that case, fostering a sense of pride of belonging to the school community.*
- (ii) Ensure a high level of student attendance for an uninterrupted education where they strive to achieve their full potential.*
- (iii) Ensure the highest possible level of punctuality at the beginning of the day and in*

(iii) Sicrhau'r prydlondeb gorau posibl ar gychwyn y dydd ac ym mhob gwrs yn ystod y dydd fel na wastreffir amser yn ddiangen.

(iv) Ymateb yn syth i unrhyw achos o absenoldeb diawdurdod drwy ddilyn camau arbennig.

(v) Gydweithio'n glos â rhieni er mwyn sicrhau cefnogaeth uchel o bresenoldeb a phrydlondeb.

(vi) Defnyddio arbenigedd y Gweithiwr Cymdeithasol Addysg a Gwasanaethau Allanol pan gyfyd problemau dwys o absenoldeb e.e. achosion o ffobia ysgol.

3. TREFNIADAU COFRESTRU

(i) Cofrestrir dwywaith y dydd
(i) 8.55y.b.
(ii) yn ystod gwrs 6.

(ii) Disgwylir i rieni gysylltu â'r ysgol gyda rheswm dros absenoldeb eu plentyn cyn 9:00 bob bore. Ymdrinnir ag unrhyw absenoldebau anesboniadwy ar ôl 9:00yb drwy anfon neges yn gofyn i rieni / gwarcheidwaid gysylltu â'r ysgol i roi rheswm.

(iii) Disgwylir i bob aelod o staff gwblhau'r gofrestr ar gyfer pob gwrs yn ddyddiol. Bydd canllawiau manwl yn cael eu rhannu gyda phob staff yn ystod eu cyfnod anwytho wrth iddynt ddechrau gweithio yn Ysgol Morgan Llwyd.

(iv) Cedwir at ofynion statudol parthed cofnodi ac adrodd gwybodaeth am bresenoldeb.

4. ARFARNU A MONITRO PRESENOLDEB/PHRYDLONDEB

(i) Swyddogaeth y tiwtor dosbarth:
Disgwylir i bob tiwtor dosbarth gadw golwg manwl ar y myfyrwyr dan ei (g)ofal a hynny o ddydd i ddydd gan gadw cofnod manwl yn y gofrestr o unrhyw nodiadau/llythyrau o eglurhad. Disgwylir eglurhad am BOB absenoldeb o fewn tridiau i ddychwelyd i'r ysgol. Nodir unrhyw wybodaeth am alwadau ffôn i'r Dderbynfa Disgyblion ar ffurflen arbennig.

(ii) Swyddogaeth y Gweithiwr Cymdeithasol Addysg: Bydd y Gweithiwr Cymdeithasol Addysg yn ymweld â'r ysgol yn wythnosol i wneud arolwg llawn o'r holl gofrestrau ac i drafod unrhyw fater sy'n creu pryder ag unigolion perthnasol o'r staff. Bydd yn ymweld â

every lesson during the day so that time is not being wasted unnecessarily.

(iv) Respond immediately to any unauthorised absence by taking certain measures.

(v) Work closely with parents to ensure high level of support in terms of attendance and punctuality.

(vi) Use the expertise of our Education Social Worker and External Services should serious problems of absence arise e.g. cases of school phobia.

3. REGISTRATION ARRANGEMENTS

All pupils are registered twice each day:

*(i) 8.55am.
(ii) during lesson 6.*

(ii) Parents are expected to contact the school with a reason for their child's absence before 9:00 every morning. Any unexplained absences after 9:00am will be dealt with by sending a message asking parents/guardians to contact the school to provide a reason.

(iii) All staff members are expected to complete the register for each lesson on a daily basis. Detailed guidelines will be shared with all staff during their induction as they start working at Ysgol Morgan Llwyd.

(iv) All statutory requirements regarding recording and reporting attendance information are adhered to.

4. EVALUATING AND MONITORING ATTENDANCE/PUNCTUALITY

(i) The role of the form tutor: Every form tutor is expected to keep a close eye on the students in his/her care on a day-to-day basis and maintain a detailed record of any notes/letters of explanation in the register. An explanation is expected for ALL absences within three days of returning to school. Any information about telephone calls to Pupil Reception is noted on a specific form.

(ii) The role of the Education Social Worker: The Education Social Worker will visit the school on a weekly basis to undertake a full review of every register and to discuss any issues of concern with relevant staff. They will visit homes, arrange meetings with parents at school and liaise with any other agencies. The

chartrefi, trefnu cyfweiliadau â rhieni yn yr ysgol ac yn cysylltu ag unrhyw asiantaethau eraill. Y Weithwraig Gymdeithasol Addysg fydd yn archwilio'r cofrestrau er mwyn darganfod patrymau amheus o bresenoldeb.

(iii) Arolygon Tymhorol

Gwneir arolwg bob hanner tymor gan y Pennaeth Cynorthwyol (Ymddygiad a Lles Disgyblion). Cyhoeddir y ffigyrau o flaen yr Is-Bwyllgor Safonau bob hanner tymor. Mae ffigyrau presenoldeb yr ysgol hefyd yn cael eu rhannu'n dymhorol yn Adroddiad y Brifathrawes i'r Llywodraethwyr.

(iv) Prydlondeb mewn gwersi

Anogir athrawon i gadw cofrestr o'r myfyrwyr sy'n bresennol bob gwrs ac i ddwyn i sylw'r Pennaeth Blwyddyn unrhyw un sy'n hwyr yn cyrraedd gwersi heb reswm digonol.

Education Social Worker will examine the registers to discover any suspicious patterns of attendance.

(iii) *Termly Inspections*

The Assistant Headteacher (Pupil Behaviour and Welfare) undertakes an inspection every half term. Figures are shared with the Standards Subcommittee every half term. School attendance figures are also shared termly in the Headteacher's Report to Governors.

(iv) *Punctuality to lessons*

Teachers are encouraged to keep a register of students present at each lesson. Anyone who arrives late without good reason will be brought to the attention of the Head of Year.