



ATTENDANCE POLICY

Principles

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent. **The school starts at 9.00am in the morning and finishes at 3.30pm in the afternoon.**

All children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required in writing or preferably by telephoning the school **on the first day of the absence.**

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those, which the school does not consider reasonable and for which no "leave" has been given.

This includes: -

- **Parents keeping children off school unnecessarily**
- **Truancy before or during the school day**
- **Absences which have never been properly explained**
- **Children who arrive at school after registration has closed, after 9.15 am**

Parents are expected to contact school at an early stage and to work with staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer from the Local Education Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child.

Alternatively, parents or children may wish to contact the EWO themselves to ask for assistance or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

Procedures

The school applies the following procedures in deciding how to deal with individual absences: -

Parents are asked to inform school either by letter or phone if a child is absent on the first day of the absence. Absences for illness and medical appointments will be authorised.

Family holidays should be taken during school holidays. From September 2012 the school is not able to authorise any days for family holidays due to Cardiff Council's new policy. Any such absences will be noted as unauthorised absences. All other absences will be recorded as unauthorised unless special permission has been sought from the head teacher.

Lateness will also be recorded and, again, will be recorded as unauthorised unless the school has been informed of, and agreed to authorise the reasons given. All late arrivals must report to the main school office.

If a child has to be taken out of school during the day because of a medical appointment or illness, it must be reported and recorded in the 'absence' book. If the child returns to school before the end of the day this must also be reported and recorded in the 'absence' book.

The attendance codes used in the School Registers can be found in Appendix I.

Information about individual school targets, projects and special initiatives

The school has adopted the following attendance targets and special projects. We have set individual and school targets of 100% for attendance. All pupils that achieve this target (without any late arrivals) will receive a special certificate at the end of each academic year.

Those people responsible for attendance matters in this school are: -

Mr I E Ellis(Head teacher)
Mr E B Williams (Deputy)
Mrs G Watkins (School Secretary).

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally parents have a duty to make sure that their children attend. The teachers of Gwaelod-y-Garth Primary School are committed to working with parents as the best way to ensure as high a level of attendance as possible.



YSGOL GYNRADD GWAELOD Y GARTH PRIMARY SCHOOL

POLISI PRESENOLDEB

Egwyddorion

Disgwylir i'r plant fynychu'r ysgol yn brydlon bob dydd yn ystod oriau agor swyddogol yr ysgol heblaw am absenoldebau anarfod. Ystyrir bod rhieni sy'n caniatáu absenoldeb o'r ysgol heb reswm day n cyflawni trosedd. **Oriau swyddogol yr ysgol yw 9.00am y bore tan 3.30pm y prynhawn.**

Mae pob plentyn ar adegau yn anfodlon i fynychu'r ysgol. Dylai absenoldebau rheolaidd gael eu trafod a'u datrys ar y cyd, rhwng yr ysgol y rhieni a'r plentyn.

Mae pob absenoldeb am hanner diwrnod yn cael ei nodi fel absenoldeb SWYDDOGOL neu ANSWYDDOGOL. Dyna pam mae'r eglurhad am absenoldeb y plentyn yn angenrheidiol. Disgwylir i'r rhieni ddanfôn nodyn i'r ysgol er mwyn esbonio absenoldeb y plentyn neu i ffonio'r ysgol i adael neges er mwyn cyfiawnhau absenoldeb y plentyn. **Disgwylir yr eglurhad yma ar y diwrnod cyntaf o'r absenoldeb hwnnw.**

Ystyrir absenoldebau yn swyddogol pan fo'r plentyn yn sâl neu os oes rheswm teilwng am yr absenoldeb.

Ystyrir absenoldebau yn answyddogol pan nad yw'r ysgol yn teimlo bod absenoldeb y plentyn yn un teilwng neu yn absenoldeb na fedir ei gyfiawnhau er enghraifft:-

- Rhieni yn cadw plant adref heb reswm teilwng/digonol
- Plentyn sy'n driwant cyn neu yn ystod oriau swyddogol yr ysgol
- Absenoldebau sydd heb eu cyfiawnhau
- Plant sy'n cyrraedd yr ysgol ar ôl i'r cofrestr gau, sef 9.15am

Os yw plentyn yn anfodlon i fynychu'r ysgol, disgwylir i'r rhieni gysylltu â'r ysgol cyn gynted a bo modd er mwyn trafod a datrys y problemau yma ar y cyd. Os na fydd hyn yn effeithiol gall yr ysgol gyfeirio'r plentyn at Swyddog Lles Addysgol yr Awdurdod Addysg Lleol. Unwaith eto, anelir at ddatrys y problemau ar y cyd. Osnad oes gwelliant ym mhresenoldeb y plentyn mae'r hawl gan y Swyddog Lles addysgol i elyn rhieni ac i gyfeirio'r mater i lys barn. Gall y Swyddog Lles ofyn am Orchymyn Arolygu Addysgol ar gyfer plentyn mewn achosion o bryder.

Mae hi'n bosibl i'r rhieni neu'r plentyn gysylltu â'r Swyddog Lles Addysgol yn uniongyrchol er mwyn sicrhau cymorth neu wybodaeth ychwanegol. Mae'r gwasanaeth yma yn hollol annibynol ac yn cynnig cymorth diduedd. Mae rhif ffon y Swyddog Lles Addysgol ar gael yn swyddfa'r ysgol neu wrth gysylltu â'r Awdurdod Addysg Lleol.

Y Dull o Weithredu

Mae'r ysgol yn dilyn y canllawiau isod wrth ymdrin ag absenoldebau plant o'r ysgol:-

Gofynnir i'r rhieni gysylltu â'r ysgol nail a'i drwy lythyr neu alwad ffôn ar ddiwrnod cyntaf absenoldeb y plentyn. Ystyrir absenoldebau oherwydd salwch neu apwyntiad meddygol yn absenoldebau swyddogol.

Disgwylir i'r rhieni drefnu gwyliau teuluol yn ystod gwyliau swyddogol yr ysgol. O fis Medi 2012 ymlaen ni all yr ysgol awdurdodi absenoldebau oherwydd gwyliau ysgol yn sgil polisi Cyngor Caerdydd. Bydd absenoldebau o'r fath yn cael eu cyfrif fel absenoldebau anawdurdodedig. Nodir pob absenoldeb ar wahan i hyn yn absenoldeb answyddogol. Rhaid cysylltu â'r pennaeth os am sicrhau caniatad arbennig ar gyfer absenoldebau atodol.

Fe fydd cyrraedd yr ysgol yn hwyr, yn cael ei gofnodi fel absenoldeb answyddogol. Yr unig eithriad fydd absenoldeb sydd wedi ei gytuno o flaen llaw mewn trafodaeth gyda'r ysgol. Rhaid i riant pob plentyn sy'n cyrraedd yr ysgol yn hwyr ymweld â swyddfa'r ysgol er mwyn cyfiawnhau'r absenoldeb ac i nodi'r amser cyrraedd mewn llyfr absenoldeb arbennig.

Os bydd angen i blentyn adael yr ysgol yn ystod y dydd, oherwydd rhesymau meddygol neu ar gyfer apwyntiad meddygol rhaid nodi hyn hefyd yn y llyfr absenoldeb sydd wedi ei leoli yn swyddfa'r prifathro.

Gwelir gopi o'r cod a ddefnyddir ar gofrestri presenoldeb yr ysgol yn Atodiad I.

Gwybodaeth am dargedau presenoldeb unigol a thargedau ysgol.

Mae'r ysgol wedi penderfynu gosod targedau presenoldeb ar gyfer yr unigolyn a'r ysgol o 100%. Fe fydd pob disgybl sy'n cyrraedd y targed neu'r nod (heb unrhyw farc i ddynodi ei bod hi/ef wedi cyrraedd yn hwyr) yn derbyn tystysgrif arbennig ar ddiwedd y flwyddyn ysgol.

Unigolion a chyfrifoldebau arbennig am bresenoldeb yn yr ysgol: -

Mr I E Ellis (Prifathro)
Mr E B Williams (Dirprwy)
Mrs G Watkins (Ysgrifenyddes).

Crynodeb

Mae'n ddeddf bod rhaid i'r ysgol gyhoeddi ei ffigyrau presenoldeb i'r rhieni pob blwyddyn. Yn ogystal mae'n ofynol i'r rhieni sicrhau bod eu plant yn bresenol yn yr ysgol. Mae athrawon Ysgol Gwaelod-y-Garth yn barod i gydweithio gyda'r rhieni bob amser i sicrhau y lefel uchaf o bresenoldeb.