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6/9/2024

Annwyl Riant/Gwarcheidwad/Gofalwr,

Parthed: Presenoldeb Ysgol

Llythyr safonol yw hwn a gynhyrchwyd gan yr Adran Dysgu Gydol Oes sy'n ffurfio rhan o Bolisi a Gweithdrefnau Presenoldeb holl ysgolion Ynys Môn.

Cymerwch yr amser i ddarllen y llythyr hwn gan y gallai arbed i chi'n boeni'n ddianghenraid am weithredu cyfreithiol posibl yn eich erbyn yn y dyfodol.

Ar ddechrau'r flwyddyn ysgol hoffwn atgoffa rhieni am bwysigrwydd presenoldeb a phrydlondeb da. Mae gan Ysgol Henblas ddyletswydd a chyfrifoldeb i annog disgyblion i'r arfer o fynychu'n rheolaidd er mwyn cyflawni eu llawn botensial. Mae Ysgol Henblas felly'n ymroddedig i wella lefelau presenoldeb a phrydlondeb yr ysgol (y targed ysgol-gyfan yw 95%). Felly, byddem yn gwerthfawrogi eich cydweithrediad yn fawr iawn drwy ddilyn y canllawiau isod.

Adrodd am absenoldeb

Mae'n bwysig eich bod yn cysylltu â'r ysgol rhwng 8:00a.m. a 8:50a.m. ar fore unrhyw absenoldeb.

Gwyliau yn ystod tymor ysgol

Fel y cyfarwyddir gan yr ALI ni all yr ysgol ond awdurdodi **hyd at 10 diwrnod** (disgyblion ysgol gynradd).

Fel arfer ni ddylai rhieni fynd â disgyblion ar wyliau yn ystod tymor ysgol ac os oes rhaid gwneud hynny mae'n rhaid i rieni wneud cais am y gwyliau ymlaen llaw cyn archebu'r gwyliau (ffurflen ar gael o'r ysgol). Dylai pob cais am absenoldeb gwyliau gael ei hystyried yn unigol, gan roi ystyriaeth i: oed y plentyn; yr amser o'r flwyddyn a gynigir ar gyfer y daith; ei natur a dymuniadau rhieni; patrwm presenoldeb cyffredinol y disgybl; cyfnod addysg a chynnydd y plentyn; ac a yw amgylchiadau'n cyfiawnhau hynny.

Dim ond mewn amgylchiadau **eithriadol** bydd ysgol yn rhoi caniatad i ddisgybl fynd ar wyliau yn ystod tymor ysgol. Bydd yr ysgol yn dychwelyd y ffurflen wyliau gan ddatgan os ydynt yn awdurdodi'r gwyliau ai peidio. Os nad ydynt bydd yr ysgol yn datgan y rheswm a hefyd yn tynnu sylw at y ffaith os yw'r teulu'n mynnu mynd ymlaen i archebu'r gwyliau yna byddant yn cael eu hystyried ar gyfer Rhybudd Cosb Benodol o £60 (os yw'n cael ei dalu o fewn 28 diwrnod) sy'n codi i £120 (os yw'n cael ei dalu rhwng 29 a 42 diwrnod).

Salwch

Os yw'r ysgol yn bryderus oherwydd nifer uchel o absenoldebau (20 sesiwn, 10 diwrnod ar unrhyw adeg yn ystod y flwyddyn ysgol) oherwydd salwch, ni fydd absenoldebau pellach yn cael eu hawdurdodi oni dderbynnir llythyr meddygol gan yr ysgol yn esbonio'r rheswm am bob absenoldeb.

Apwyntiadau Meddygol/Deintyddol

Rydym yn annog rhieni i wneud apwyntiadau y tu allan i oriau ysgol. Lle nad oes modd gwneud hynny yna dylid dangos y cerdyn apwyntiad meddygol i'r ysgol cyn yr apwyntiad neu o ddychwelyd o'r apwyntiad. Heb y dystiolaeth bydd yr absenoldeb yn cael ei nodi fel anawdurdodedig.

Absenoldeb awdurdodedig

Dim ond y Pennaeth all awdurdodi unrhyw absenoldeb yn unol â chanllawiau Llywodraeth Cymru. Mae'n rhaid i unrhyw gais am absenoldeb awdurdodedig gael ei wneud yn ysgrifenedig i'r Pennaeth (cyn cytuno ag unrhyw drefniadau).

Gall rhieni wneud llawer iawn i gefnogi presenoldeb rheolaidd a phrydlon eu plant. Dylai rhieni:

- a) gymryd diddordeb gweithredol ym mywyd a gwaith ysgol eu plentyn;
- b) fynychu nosweithiau rhieni a digwyddiadau ysgol eraill;
- c) sicrhau bod eu plentyn yn cwblhau ei (g)waith cartref ac yn mynd i'r gwely ar adeg briodol;
- d) bod yn ymwybodol o lythyrau o'r ysgol y mae eu plentyn yn dod â hwy gartref;
- e) sicrhau bod eu plentyn yn cyrraedd yr ysgol mewn pryd bob dydd;
- f) sicrhau nad yw eu plentyn ond yn colli'r ysgol am resymau na ellir eu hosgoi neu eu cyfiawnhau, megis gwaeledd neu ddyddiau o gadw defodau crefyddol;
- g) sicrhau y darperir manylion cyswllt cyfredol i'r ysgol i gynorthwyo cyswllt;
- h) siarad â'r ysgol os ydynt yn pryderu y gall eu plentyn fod yn amharod i fynychu;
- i) gweithio gydag asiantaethau eraill i gynorthwyo gwelliant mewn presenoldeb.

Absenoldeb anawdurdodedig

Os na fyddwn yn derbyn rheswm y gellir ei gyfiawnhau ar gyfer absenoldeb yna bydd hwn yn cael ei ddsbarthu fel "absenoldeb anawdurdodedig" a allai arwain at Rybudd Cosb Benodol a dirwy o £60 (os yw'n cael ei dalu o fewn 28 diwrnod) sy'n codi i £120 (os yw'n cael ei dalu rhwng 29 a 42 diwrnod).

Gwerthfawrognw eich cefnogaeth i sicrhau bod eich plentyn yn derbyn addysg barhaus a fydd yn sicrhau eu bod yn cyrraedd eu potensial llawn. Bydd ysgolion yn monitro presenoldeb yn rheolaidd i sicrhau eu bod yn gallu canmol disgyblion am bresenoldeb da a hefyd sicrhau ymyriad cyflym/cefnogaeth gyflym i ddisgyblion sydd ei (h)angen.

Yr eiddoch yn gywir

Huw Edward Jones
Pennaeth

Dear Parent/Guardian/Carer,
Re: School Attendance

This is a standard letter produced by the Department of Lifelong Learning which forms part of all schools' Attendance Policy and Procedures.

Please take the time to read this letter as it could save you the unnecessary worry of possible legal action against you in the future.

At the start of the school year I would like to remind parents about the importance of good attendance and punctuality. At Ysgol Henblas they have a duty and responsibility to encourage pupils into the habit of attending regularly to achieve their full potential. Ysgol Henblas is therefore committed to improving levels of school attendance and punctuality (the whole school attendance target is 95%). Therefore, we would very much appreciate your co-operation by following the guidelines below.

Reporting absence

It is important that you contact the school between 8:00a.m. and 8:50a.m. on the morning of any absence.

Term time Holidays

As directed by the LA the school can only authorise up to 10 days (Foundation Phase and KS2).

Parents should not normally take pupils on holidays in term time and parents must apply for the leave in advance of booking the holiday (form available from the school). Each request for holiday absence will be considered individually, taking account of the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress; and whether circumstances warrant it.

Schools can only agree to absence for a family holiday if they believe there are **special** circumstances which warrant it. The school will then return the holiday form stating whether they authorise the holiday or not. If not, the school will state the reason and point out that if the family choose to go ahead and book the holiday then they will be considered for a Fixed Penalty Notice of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

Illness

If the school become concerned about attendance due to a high number of absences (20 sessions, 10 days at any time during the school year) due to illness, future absences will not be authorised unless a medical letter is received by the school explaining the reason for each absence.

Medical/Dental Appointments

We encourage parents to make appointments out of school hours. Where it is not possible then the medical appointment card should be shown to the school prior to the appointment or on return from the appointment. Without the evidence the absence will be coded as unauthorised.

Authorised absence

Only the Head teacher can authorise any absence in line with the Welsh Government guidelines. Any request for authorised absence must be made in writing to the Head teacher (prior to agreeing to any arrangements).

Parents can do a great deal to support the regular and punctual attendance of their children. Parents should: -

- a) take an active interest in their child's school life and work.
- b) attend parents' evenings and other school events.
- c) ensure that their child completes his/her homework and goes to bed at an appropriate time.
- d) be aware of letters from school which their child brings home.
- e) ensure that their child arrives at school on time each day.
- f) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance.
- g) ensure that up to date contact details are provided to school to aid contact.
- h) talk to the school if they are concerned that their child may be reluctant to attend.
- i) Work with other agencies to aid an improvement in attendance.

Unauthorised absence

If the school does not receive a justifiable reason for absence, then this will be classed as "unauthorised absence" which could lead to a Fixed Penalty Notice and a fine of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

We appreciate your support in ensuring your child receives a continuous education which will ensure they reach their full potential. Schools will be monitoring attendance on a regular basis to ensure that they are able to praise pupils for good attendance and to ensure swift intervention/support for pupils that need it.

Yours sincerely,

Huw Edward Jones
Headteacher