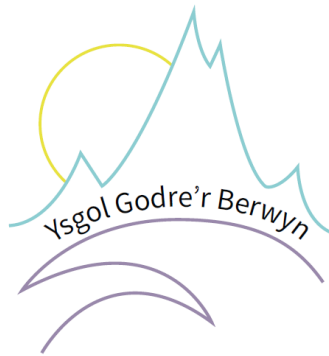


POLISI PRESENOLDEB UWCHRADD

Ysgol Godre'r Berwyn



Llofnodwyd ar ran Cadeirydd y Llywodraethwyr: _____
Signed on behalf of the Chair of Governors:

Dyddiad Cymeradwyo:
Date of approval

Dyddiad Adolygu:
Review date

1. Cyflwyniad

Mae Ysgol Godre'r Berwyn yn credu bod presenoldeb rheolaidd yn allweddol er mwyn sicrhau bod y dysgwyr yn derbyn addysg briodol ac yn cael y budd mwyaf o'r cyfleoedd addysgol a gynigir. Mae cysylltiadau ystadegol rhwng presenoldeb a chyrraedd iad yn gryf a gall absenoldeb o'r ysgol gael effaith niweidiol ar gynnydd dysgwyr. Yn ogystal â helpu pobl ifanc i gyflawni eu potensial, mae mynd ar drywydd rhai sy'n colli ysgol yn elfen allweddol wrth eu hamddiffyn a'u helpu i osgoi bod yn gysylltiedig â gweithgarwch troseddol. Mae dysgwyr nad ydynt yn mynychu'r ysgol yn rheolaidd yn llawer mwy tebygol o droseddu.

1.1 Nodau ac Amcanion

Prif bwrpas y polisi hwn yw:

- Cyfleu gwerthoedd a disgwyliadau'r ysgol ynglŷn â materion sy'n ymwneud â phresenoldeb a phrydlondeb.
- Sicrhau bod pob dysgwr yn cael cyfle cyfartal i lwyddo hyd eithaf ei allu beth bynnag yw ei gefndir cymdeithasol.
- Cynorthwyo dysgwyr i fynychu ysgol a mynd ati i gael gwared â'r ffactorau sy'n eu rhwystro rhag dysgu a chymryd rhan.
- Amlinellu trefn weithredu'r ysgol mewn ymateb i ddiffyg presenoldeb.

2. HAWLIAU, CYFRIFOLDEB A DISGWYLIADAU

Yn ôl y Ddeddf Addysg 1996, y rhiant sy'n gyfrifol am sicrhau bod plentyn sydd mewn oedran ysgol gorfodol (5 – 16) yn derbyn Addysg lawn amser effeithiol sy'n briodol ar gyfer oedran, gallu a doniau'r plentyn. Gall hyn ddigwydd drwy fynychu'r ysgol yn rheolaidd neu Addysg o fath arall. Os ymddengys i'r Awdurdod Addysg Lleol nad yw plentyn yn mynychu'r ysgol yn rheolaidd, yna mae'r rhiant yn euog o drosedd o dan y Ddeddf Addysg.

Er mai'r rhiant sy'n bennaf gyfrifol am sicrhau bod ei blentyn yn mynychu'r ysgol, pan fydd problemau'n codi o ran presenoldeb yn yr ysgol, bydd yr ysgol a'r Gwasanaeth Lles yn gweithio gyda rhieni a disgyblion i hybu presenoldeb ac i ddarparu unrhyw gymorth ychwanegol sy'n ofynnol, cyn cymryd unrhyw gamau tuag at erlyn. Bydd y tîm bugeiliol a'r athrawon dosbarth i gyd yn cyd-weithio er mwyn monitro presenoldeb pob disgybl a rhoi cymorth i ddisgyblion i sicrhau presenoldeb rheolaidd yn yr ysgol.

3. GWEITHDREFNAU

Mae'r ysgol yn meddu ar systemau a gweithdrefnau i annog presenoldeb rheolaidd ac i ymchwilio i achosion o bresenoldeb gwael.

3.1 Cofrestru

Mae'n ofynnol i'r ysgol gofrestru presenoldeb plant ddwywaith y diwrnod; ar ddechrau sesiwn y bore ac unwaith yn ystod sesiwn y pŵn. Mae'r gofrestr yn dangos a yw dysgwr yn bresennol, neu'n ymwneud â gweithgareddau addysgol cymeradwy oddi ar y safle neu'n absennol. Yn ogystal, rhaid i'r gofrestr ddangos a yw'r absenoldeb wedi ei awdurdodi gan yr ysgol neu'n absennol heb ei awdurdodi. Dim ond ysgol, nid rhieni all awdurdodi absenoldeb, a rhaid i'r ysgol ystyried a yw'r rheswm am yr absenoldeb yn rhesymol cyn gwneud hynny. Mae'r ysgol yn cofrestru yn electronig gan ddefnyddio SIMS.net. O ganlyniad mae'n bosib monitro presenoldeb yn fwy effeithiol ac effeithlon o ddydd i ddydd yn ogystal â galluogi'r ysgol i nodi tueddiadau mwy hir-dymor o ran absenoldeb.

3.2 Cyfnod Cofrestru

- Rhaid cofrestru ar SIMS.net erbyn diwedd y cyfnod cofrestru, sef rhwng 8:55am a 9:10am ac arbed y gofrestr.

- Pe bai problem gyfrifiadurol yn codi rhaid cadw cofnod o bresenoldeb ar bapur (bydd rhestr ddsbarth ar gael wrth gefn gan yr athro dosbarth bob amser)
- Rhaid cofnodi absenoldebau ar y system, a'u cadw yn gyfredol.
- Rhaid sicrhau rheswm ar ffurf nodyn, neges ffôn neu neges destun ar gyfer pob absenoldeb. Oni bai bod nodyn wedi cyrraedd yr ysgol bydd yr absenoldeb yn cyfrif fel absenoldeb heb awdurdod.
- Rhaid clirio'r absenoldeb trwy roi'r cod perthnasol yn y system.

3.3 Dilyn Absenoldebau

Mae'r tabl isod yn amlygu cyfrifoldeb pwy ydi chwilio a chasglu rhesymau dros absenoldebau.

Pryd?	Pwy?
Diwrnod	Swyddfa
Wythnos	Tiwtor
Mwy nag wythnos	Pennaeth Ffês

3.4 Codau ac Arferion Cofrestru

Mae'r codau yr argymhellir eu defnyddio wedi'u grwpio o dan y pum categori ystadegol canlynol:

- yn bresennol;
- gweithgaredd addysgol cymeradwy (lle ystyrir bod y disgybl yn bresennol);
- absenoldeb awdurdodedig;
- absenoldeb anawdurdodedig;
- dim angen bod yn bresennol;

Cod	Ystyr	Categori ystadegol
Λ	Yn bresennol yn ystod y cyfnod cofrestru	yn bresennol
L	Hwyr ond yn cyrraedd cyn i'r gofrestr gau	yn bresennol
B	Addysgir oddi ar y safle (nid cofrestriad deuol)	gweithgaredd addysgol cymeradwy
D	Cofrestriad deuol (h.y. mae'r disgybl yn mynd i ysgol arall neu Uned Cyfeirio Disgyblion)	gweithgaredd addysgol cymeradwy
P	Gweithgaredd chwaraeon a gymeradwywyd	gweithgaredd addysgol cymeradwy
V	Ymweliad neu daith addysgol	gweithgaredd addysgol cymeradwy
J	Cyfweliad	gweithgaredd addysgol cymeradwy
W	Profiad gwaith (nid hyfforddiant seiliedig ar waith)	gweithgaredd addysgol cymeradwy
C	Amgylchiadau awdurdodedig eraill (nas cwmpesir gan god/disgrifiad priodol arall)	absenoldeb awdurdodedig
F	Gwyliau teuluol estynedig y cytunwyd arnynt	absenoldeb awdurdodedig
H	Gwyliau teuluol y cytunwyd arnynt	absenoldeb awdurdodedig
I	Salwch	absenoldeb awdurdodedig
M	Apwyntiad meddygol neu ddeintyddol	absenoldeb awdurdodedig
S	Absenoldeb astudio	absenoldeb awdurdodedig
E	Wedi'i wahardd ond ni wneir unrhyw ddarpariaeth amgen	absenoldeb awdurdodedig
R	Diwrnod a neilltuwyd ar gyfer defodau crefyddol yn unig	absenoldeb awdurdodedig
T	Absenoldeb teithiwr	absenoldeb awdurdodedig

3.5 Absenoldebau

Os yw dysgwr yn absennol, gofynnir i rieni gysylltu â'r ysgol trwy:
Ffonio neu e-bostio yr ysgol cyn 9am ar fore cyntaf yr absenoldeb.

3.6 Prydlondeb

Disgwylir i ddysgwyr gofrestru yn brydlon yn y bore (9.00) a'r prynhawn (13.50). Bydd yr ysgol yn cofnodi enwau'r dysgwyr a gyrhaeddodd yn hwyr ar y gofrestr ynghyd a nodi nifer y munudau mae'r dysgwr yn hwyr.

3.7 Gadael tir yr Ysgol

Ni ddylai dysgwr adael tir yr ysgol heb ganiatâd. I gael caniatâd rhaid i'r ysgol dderbyn llythyr gan riant neu gerdyn apwyntiad deintydd neu feddyg. Dylai pob dysgwr sy'n dychwelyd i'r ysgol ddweud ei fod wedi cyrraedd yn ôl drwy ymweld â'r dderbynfa.

3.8 Ymweliadau Addysgol / Chwaraeon

Dylai'r athro sy'n trefnu'r gweithgaredd roi rhestr o enwau'r dysgwyr i'r Swyddfa erbyn y diwrnod cynt gan ddefnyddio'r daflen briodol.

3.9 Gwyliau

Nid oes gan rieni hawl i dynnu eu plant o'r ysgol i fynd ar wyliau teuluol heb ganiatâd y Pennaeth. Dan Reoliadau Presenoldeb Ysgol (Cofrestru Disgyblion) 1995, mae gan yr ysgol hawl i ganiatáu hyd at ddeg diwrnod ysgol o absenoldeb awdurdodedig i ddysgwyr fynd ar wyliau teuluol yn ystod y flwyddyn. Rhoddir ystyriaeth unigol i bob cais oddi mewn i'r meini prawf canlynol:

- yr amser o'r flwyddyn
- hyd y gwyliau
- pwrpas y gwyliau
- effaith ar addysg y plentyn
- blwyddyn ysgol y disgybl
- amodau'r teulu
- presenoldeb cyffredinol y disgybl

Yn unol â threfn gytunedig yr Awdurdod Addysg bydd disgwyl i bob rhiant gwblhau a chyflwyno ffurflen "Cais am wyliau yn ystod Tymor Ysgol" 4 wythnos ymlaen llaw os am wneud cais i dynnu dysgwr o'r ysgol.

3. STRATEGAETHAU A DDEFNYDDIR GAN YR YSGOL

3.1 I wella Presenoldeb a Phrydlondeb

Cysylltu gyda chartrefi ar y diwrnod cyntaf o absenoldeb.

Mae swyddogion gweinyddol yr ysgol yn monitro presenoldeb dysgwyr yn ddyddiol.

Byddwn yn cysylltu'n uniongyrchol a di-oed gyda chartrefi'r dysgwyr sy'n absennol drwy neges destun yn gyntaf ac yna drwy alwad ffôn.

Os nad yw'r ysgol yn llwyddo i gael gafael ar y rhieni yn dilyn 3 diwrnod o absenoldeb byddwn yn llythyr ac yn ystyried gwneud cais i'r Swyddog Lles Addysg Ymweld.

3.2 Camau Gweithredu a Chyfrifoldeb

Cam		Pa mor aml?	Pwy?
1	Pob dysgwr i gael eu cofrestru ym mhob gwerns gyda sylw arbennig i'r cyfnod cofrestru boreol a gwerns 5.	Pob Gwers	Athrawon
2	Monitro presenoldeb yn ddyddiol	Dyddiol	Tîm Gweinyddol
3	Tîm gweinyddol i sicrhau bod y negeseuon testun o'r ysgol yn cael eu newid a'u cadw'n ffres.	Misol	Tîm Gweinyddol
4	Tîm gweinyddol i geisio neges destun a galwad ffôn ar ddiwrnod cyntaf yr absenoldeb.	Dyddiol	Tîm Gweinyddol
5	Tîm gweinyddol i gynhyrchu rhestr i athrawon dosbarth o unrhyw N sydd heb ei glirio yn dilyn gyrru neges destun a galwad ffôn.	Dyddiol	Tîm Gweinyddol
6	Athrawon dosbarth i ofyn ag atgoffa disgyblion am yr angen i roi eglurhad am absenoldebau sydd eisiau.	Dyddiol	Tiworiaid Dosbarth
7	Pennaeth Ffês i argraffu llythyr yn gofyn am eglurhad o absenoldebau sydd heb eu hegluro hyd yma. (Llythyr N)	Yn gyson	Pennaeth Ffês
8	Pennaeth Ffês i gyfarfod a'r Swyddog Lles er mwyn ffurfio ac adolygu aelodaeth y tri grŵp targed (CA3, CA4 a Grŵp y Swyddog Lles).	Wythnosol	Pennaeth Ffês/ Swyddog Lles
9	Pennaeth Ffês i gyfarfod a'r Swyddog Lles er mwyn trafod y cynnydd mae'r disgyblion yn y tri grŵp targed yn ei wneud.	Wythnosol	Pennaeth Ffês / Swyddog Lles
10	Pennaeth Ffês a'r Swyddog Lles i gyfnewid pob disgybl o fewn y grwpiau targed. Dylid cwblhau ffurflen "Targedu Presenoldeb" ac atodi'r ffeil i SIMS.	Pob Hanner Tymor	Pennaeth Ffês / Swyddog Lles
11	Os nad oes gwelliant 2 wythnos wedi cyfarfod a'r disgybl dylai Pennaeth Ffês anfon llythyr RHIF 1 i'r cartref yn nodi'r canran presenoldeb ac yn eu gwahodd am gyfarfod i drafod y pryder.	Fel bo'r angen	Pennaeth Ffês / Swyddog Lles
12	Dim gwelliant ar ôl 4 wythnos. Arweinyddion i anfon llythyr RHIF 2 i'r cartref yn nodi'r canran presenoldeb a bod y plentyn nawr yn cael ei gyfeirio at y Swyddog Lles.	Fel bo'r angen	Swyddog Lles
13	Swyddog Lles yn anfon LLYTHYR CAM 1 i'r cartref.	O fewn 5 diwrnod gwaith.	Swyddog Lles
14	Swyddog Lles yn cyfnewid y disgybl yn yr ysgol a gweithio gyda'r cartref gan fonitro presenoldeb y disgybl	O fewn 5 diwrnod gwaith o yrru llythyr cam 1.	Swyddog Lles
15	Swyddog Lles yn anfon LLYTHYR CAM 2 i'r cartref. Ysgol / Swyddog Lles yn gweithio gyda'r cartref gan fonitro presenoldeb y disgybl	O fewn 15 diwrnod gwaith o yrru llythyr cam 1.	Swyddog Lles
16	Swyddog Lles yn anfon RHYBUDD TERFYNOL i'r cartref		Swyddog Lles

*** Mewn rhai amgylchiadau ble mae problemau arbennig gyda dysgwyr bydd angen i'r Swyddog Lles weithredu yn gynt.

3.3 System o wobrwyo presenoldeb da

Mae gan yr ysgol drefn o wobrwyo presenoldeb da yn dymhorol a blynyddol er mwyn ceisio codi canrarn presenoldeb rhai disgyblion.

3.4 Gosod targedau presenoldeb unigol

Bydd Penaethiaid Ffês neu'r Swyddog Lles yn cyfweld dysgwyr yn rheolaidd gan osod targedau presenoldeb iddynt weithio tuag atynt.

3.5 Addysg Bersonol /Addysg Gyrfaoedd

Trafodir pwysigrwydd presenoldeb a phrydlondeb yn y gwersi Addysg Bersonol a Gwersi Gyrfaoedd.

3.6 Cyfarfodydd gyda rhieni a dysgwyr

Pan fo'r angen bydd Arweinyddion Bugeiliol a'r Swyddog Lles yn trefnu cyfarfodydd gyda rhieni'r dysgwyr sydd â chanran presenoldeb isel er mwyn ceisio datrys unrhyw broblemau a chynnig y gefnogaeth angenrheidiol. Bydd aelod o'r uwch dim rheoli ar gael i gadeirio'r cyfarfodydd yma pe bai'r angen.

3.7 Y Defnydd o Asiantaethau Allanol

A. Cyfeirio at y Gwasanaeth Lles

Fel arfer mae presenoldeb afreolaidd y dysgwr yn gysylltiedig ag ystod eang o brofiadau allanol yn ogystal â phroblemau teuluol neu addysgol. Bydd y Swyddog Lles yn cyfarfod gyda'r Arweinyddion Bugeiliol bob wythnos i drafod cynnydd dysgwyr o fewn y 3 grŵp targed.

Rôl y Swyddog Lles yw:

- Annog rhieni i ymweld â'r ysgol er mwyn trafod unrhyw bryderon
- Cynnig cyngor a chefnogaeth mewn perthynas â sawl mater sy'n gysylltiedig ag Addysg
- Cyngori rhieni ynglŷn â dyletswyddau cyfreithiol
- Ceisio pontio rhwng yr ysgol a'r cartref.
- Asesu'r amgylchiadau sydd wedi arwain at fethiant y plentyn i fynychu'n rheolaidd
- Cynllunio unrhyw ymyrraeth yn ofalus

B. Cyfeirio at y Nyrs/Meddyg yr Ysgol

Os yw'r ysgol yn amau dilysrwydd salwch dysgwr ac o ganlyniad mae ef neu hi yn absennol yn rheolaidd, trefnir i Nyrs/Meddyg yr Ysgol weld y dysgwr gyda chaniatâd rhieni.

C. Cyfeirio at Asiantaethau Eraill

Byddwn fel ysgol yn cyfeirio rhai dysgwyr sydd angen cymorth ychwanegol at asiantaethau eraill megis y Gwasanaethau Cymdeithasol, CAMHS, Seicolegydd Addysg neu'r Tîm Troseddau Ieuencid. Mae'r heddlu yn cynorthwyo'r ysgol gyda dysgwyr sy'n triwantu a welir mewn manau cyhoeddus.

3.8 Sancsiynau

Os yw dysgwr yn hwyr i'r ysgol yn y bore neu'r pawns heb reswm digonol neu'n triwantu yn ystod y dydd bydd yn cael ei gyfeirio at yr Arweinyddion Bugeiliol.

4. MONITRO, GWERTHUSO A DATBLYGU'R POLISI

Bydd y polisi hwn yn cael ei fonitro ac yn cael ei adolygu yn flynyddol yn ystod Tymor yr Haf.

1. Introduction

Ysgol Godre'r Berwyn believes that regular attendance is key to ensure that learners receive the best possible education and make the most of all educational opportunities offered. There is a strong statistical link between attendance and achievement and absenteeism can have a negative effect on learner's progress. In addition to helping learners realise their potential, ensuring good attendance is important for pupil safety and for the avoidance of involvement in law-breaking activity. Learners who do not regularly attend school are much more likely to become involved in crime.

1.1 Aims and Objectives

The main purpose of this policy is to:

- Convey the values and expectations of the school in matters relating to attendance and punctuality.
- Ensure that every learner has equal opportunity to succeed to the best of his/her ability whatever his/her social background.
- Assist learners to attend school and to go about getting rid of the factors that prevent them from learning and participating.
- Outline the school's procedures in response to the lack of attendance.

2. RIGHTS, RESPONSIBILITY AND EXPECTATIONS

According to the Education Act 1996, it is the parent who is responsible for ensuring that his/her child of compulsory school age (5-16) receives efficient, full time education suitable to his/her age, aptitude and ability. This can happen either by regular attendance at school or Education of another type. If it appears to the Local Education Authority that the child does not attend the school regularly, then the parent is guilty of an offence under the Education Act. Although it is the parent who is mainly responsible for ensuring that his/her child attends school, when problems arise regarding school attendance, the school and the Welfare Service will work with parents and learners to promote attendance and provide any additional support required, before taking any further action to prosecute. The pastoral team and form teachers will all work together to monitor the attendance of each learner and give support to learners to ensure regular attendance at school.

3. PROCEDURES

The school has systems and procedures to encourage regular attendance and to investigate cases of poor attendance.

3.1 Registration

The school is required to register the attendance of children twice a day; at the start of the morning session and once during the afternoon session. The register shows if a learner is present, or undertaking approved educational activities off the site or is absent. In addition, the register has to show if the absence has been authorised by the school or if it is an unauthorised absence. It is only the school, not the parents, who can authorise absences, and the school has to consider if the reason for the absence is reasonable before doing so. School registration is undertaken electronically using SIMS.net. Consequently, it is possible to monitor day to day attendance more effectively and efficiently as well as enabling the school to note more long-term trends with absences.

3.2 Registration Period

- Registration has to be made on SIMS.net by the end of the registration period, between 8:55 and 9:10am and the register has to be saved.

- Should a computer problem arise then a record of attendance shall be kept on paper (the form teacher will always have a class list in case)
- Absences have to be recorded on the system and kept up to date.
- A reason in the form of a note, telephone message or text message has to be ensured for each absence. If a note has not been received by the school then the absence will count as an unauthorised absence.
- Absences have to be cleared by inputting the relevant code into the system.

3.3 Following up on Absences

The following table highlights who has the responsibility to seek and gather reasons for absences.

When?	Whom?
Day	Office
Week	Registration Tutor
More than a week	Head of Phase

3.4 Codes and Registration Practices

The codes that are recommended for use have been grouped under the following five statistical categories:

- present;
- approved educational activity (where it is considered that the pupil is present);
- authorised absence;
- unauthorised absence;
- not required to attend;

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 (i.e. present at another school or Pupil Referral Unit)	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 training)	approved educational activity
C	Other authorised circumstances (not covered by appropriate code/description)	authorised absence
F	Agreed 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

3.5 Absences

If a learner is absent, the parents are asked to contact the school by:

Telephoning or e-mailing the school before 9am on the first day of absence.

3.6 Punctuality

Learners are expected to register punctually in the morning (8.55) and in the afternoon (13.50). The school will record learners who arrive late on the register as well as noting how many minutes they are late.

3.7 Leaving School Premises

Learners should not leave school premises without permission. To get permission the school requires a letter from a parent or a dental or medical appointment card. Every learner who returns to school should inform reception that they have returned.

3.8 Educational Visits / Sports

The teacher who organises the activities should give a list of the learners' names to the Office on the previous day by using the appropriate form.

3.9 Holidays

Parents are not entitled to withdraw their children from school to go on a family holiday without the Head Teacher's permission. Under the Attendance Regulations (Pupils Registration) 1995, the school is entitled to authorise absence of up to ten school days for learners to take family holidays in any academic school year. Each case will be considered on its merits based on the following criteria:

- the time of year
- length of holidays
- purpose of the holidays
- impact on the child's education
- learner's school year
- family circumstances
- the pupil's overall attendance

In accordance with the Education Authority's agreed procedure, every parent will be expected to complete and submit a 'Request for holiday during School Term' form, 4 weeks beforehand if they wish to make an application to withdraw a learner from school.

4. STRATEGIES USED BY THE SCHOOL

3.1 To improve Attendance and Punctuality

Contact learners' homes on the first day of absence.

School administrative officers monitor learners' attendance daily.

We will directly and without delay contact the homes of the learners who are absent initially via a text message and then with a telephone call.

If the school does not manage to get hold of the parents after 3 days of absence, then we will send a letter and consider requesting the Education Welfare Officer to visit.

4.2 Actions and Responsibility

Stage		How often?	Whom?
1	All learners to be registered in each lesson with special attention given to morning registration and lesson 5.	Every lesson	Teachers
2	Monitor attendance daily and produce reports	Daily	Administrative Team
3	Administrative team to ensure that text messages from the school are amended and up-to-date.	Monthly	Administrative Team
4	Administrative Team to send a text message and make a telephone call on the first day of absence.	Daily	Administrative Team
5	Administrative Team to produce a list for class teachers of any N that has not been cleared following sending a text message and making a telephone call.	Weekly	Administrative Team
6	Form teachers to ask and remind pupils of the need to give an explanation for any required absences.	Daily	Form Tutors
7	Head of Phase to print a letter asking for an explanation for absences that have not thus far been explained. (Letter N)	Every Friday	Head of Phase
8	Head of Phase to meet with the Welfare Officer to form and review the membership of the three target groups	Every half term	Head of Phase / Welfare Officer
9	Head of Phase to meet with the Welfare Officer to discuss pupils' progress in the three target groups.	Weekly	Head of Phase / Welfare Officer
10	Head of Phase and Welfare Officer to interview every learner in the target groups. The "Targeting Attendance" form should be completed and attach the file to SIMS.	Every half term	Head of Phase / Welfare Officer
11	If there is no improvement 2 weeks after meeting the learner then Head of Phase should send letter NUMBER 1 to the home stating the attendance percentage and inviting them to a meeting to discuss the concern.	As required	Head of Phase / Welfare Officer
12	No improvement after 4 weeks. Head of Phase should send letter NUMBER 2 to the home stating the attendance percentage and that the child is now being referred to the Welfare Officer.	As required	Welfare Officer
13	Welfare Officer sends STAGE 1 LETTER to the home.	Within 5 working days.	Welfare Officer
14	Welfare Officer interviews the learner in school and works with the home and monitors the learner's attendance.	Within 5 working days of sending Stage 1 Letter.	Welfare Officer
15	Welfare Officer sends STAGE 2 LETTER to the home. School / Welfare Officer working with the home and monitoring the learner's attendance.	Within 15 working days of sending Stage 1 Letter.	Welfare Officer
16	Welfare Officer sends FINAL NOTICE to the home.		Welfare Officer

*** In some circumstances where a learner has particular problems, the Welfare Officer will need to act sooner.

4.3 System to award good attendance

The school has a procedure to award good attendance termly and annually in order to try and increase the attendance percentage of some learners.

4.4 Setting individual attendance targets

Pastoral Leaders or the Welfare Officer will interview learners regularly and will set attendance targets for them to work towards.

4.5 Personal Education / Careers Education

The importance of attendance and punctuality is discussed in the Personal Education lessons and in Careers lessons.

4.6 Meetings with parents and pupils

When required Head of Phase and the Welfare Officer will organise meetings with the parents of learners with a low attendance percentage in order to try and resolve any issues and offer the required support. A member of the senior management team will be available to chair these meetings if required.

4.7 The use of External Agencies

A. Refer to the Welfare Service

Usually a learner's irregular attendance is associated with a wide range of external experiences as well as family or educational problems. The Welfare Officer will meet with Pastoral Leaders every week to discuss the progress of learners within the 3 target groups.

The Welfare Officer's role is to:

- Encourage parents to visit the school to discuss any concerns
- Offer advice and support in relation to several issues that are associated with Education
- Advise parents regarding their legal duties
- Try to be a link between the school and the home.
- Assess the circumstances that have led to the child's failure to regularly attend school
- Plan any intervention carefully

B. Refer to the School Nurse/ Doctor

If the school is doubtful regarding the validity of a learner's illness and as a result he/she is absent regularly then arrangements will be made for the School Nurse/Doctor to visit the learner with the parents' consent.

C. Refer to other Agencies

As a school we will refer some learners who need additional support to other agencies such as Social Services, CAMHS, Educational Psychologist or the Youth Offending Team. The Police assist the school with learners who play truant that are seen in public places.

4.8 Sanctions

If a learner is late to school in the morning or afternoon without a sufficient reason or is playing truant during the day he/she will be referred to the Pastoral Leaders.

5. MONITORING, EVALUATION AND DEVELOPING THE POLICY

This policy will be monitored and reviewed annually during the Summer Term.