

Local Authority School Partnership

Schools and the Local Authorities will agree to set and monitor attendance targets in order to meet national targets.

LOCAL AUTHORITY	SCHOOL/GOVERNING BODY
<ul style="list-style-type: none"> • Improve educational attainment by increasing attendance in the authority • Monitor and analyse attendance rates – relevant data and information shared with schools in order to celebrate or challenge attendance rates • Ensure that schools are undertaking attendance work as outlined in ‘Procedures for Non –Attendance’ • Prepare an annual attendance grading form for each school to use in the performance improvement matrix • Prepare termly attendance reports showing on-going cases (primary schools only) • Challenge schools that do not meet targets by preparing an individual school action plan • Visit schools (Education Inclusion Officers) regularly to provide advice and guidance on improving attendance and related issues • Receive all referrals to investigate in accordance with the Local Authority’s School Attendance Improvement Strategy 	<ul style="list-style-type: none"> • Maintain a complete and accurate register of all enrolled pupils using the electronic system (the school register is a legal document and it is the Headteacher’s responsibility to ensure its accuracy) • Headteachers to check the electronic registers at the end of every week to ensure that there are no ‘missing marks’ • Undertake attendance work as outlined in ‘Procedures for Non –Attendance’ • Headteachers to review and monitor attendance rates every term and to agree total absenteeism targets with their school governing body annually • Respond to termly attendance reports within 10 working days (primary schools only) • Respond to the challenge offered by the Local Authority when targets are not met and an action plan is implemented • Return attendance rates to the Local Authority electronically in accordance with Welsh Government guidelines • Not authorise holidays during term time

Partneriaeth Awdurdod Addysg ag Ysgol

Bydd ysgolion a'r Awdurdod Addysg yn cytuno i osod a monitro targedau presenoldeb a gwaharddiadau er mwyn cwrdd â thargedau cenedlaethol.

AWDURDOD ADDYSG	YSGOL/CORFF LLYWODRAETHOL
<ul style="list-style-type: none"> • Ceisio gwella cyrhaeddiad addysgol drwy gynyddu presenoldeb • Monitro a dadansoddi graddfeydd presenoldeb – rhennir data perthnasol ac gwybodaeth gydag ysgolion fel y gellir dathlu neu herio graddfeydd presenoldeb • Sicrhau bod yr ysgolion yn gweithredu gwaith presenoldeb fel amlinnellwyd yn y ddogfen 'Gweithdrefnau Absenoldeb' • Paratoi ffurflen graddio presenoldeb yn flynyddol ar gyfer pob ysgol i'w defnyddio yn y matrices perffomiad gwelliant • Paratoi addroddiad tymorol ar gyfer presenoldeb sydd yn ddangos achosion cyfredol (ysgolion cynradd yn unig) • Herio ysgolion pan na chwrddir â thargedau • Ymweld ag ysgolion (Swyddogion Cynhwysiant Addysg) yn rheolaidd i ddarparu cyngor ac arweiniad ynghylch gwella presenoldeb a materion cysylltiedig • Derbynnu pob atgyfeiriad ar gyfer ymchwiliad yn unol â 'Strategaeth i Wella Presenoldeb yn yr Ysgol' yr AA 	<ul style="list-style-type: none"> • Cadw cofrestr gyflawn a chywir o'r holl ddisgyblion sydd ar y rôl (dogfen gyfreithiol yw cofrestr yr ysgol y mae'r Prifathro yn gyfrifol amdani) • Prifathrawon i wirio y gofrestrau electronaidd ar diwedd pob wythnos i sicrhau a nad oes unrhyw 'marciau ar goll' (ysgolion cynradd yn unig) • Gweithredu gwaith presenoldeb fel amlinellwyd yn y ddogfen 'Gweithdrefnau Absenoldeb' • Prifathrawon i adolygu a monitro graddfeydd presenoldeb yn dymhorol a gweithredu lle bo'n briodol yn unol â 'Strategaeth i Wella Presenoldeb yn yr Ysgol' yr Awdurdod Addysg • Ymateb i addroddiad tymorol ar gyfer presenoldeb o fewn 10 diwrnodau gwaith(ysgolion cynradd yn unig) • Ymateb i'r her a gynigir gan yr AA pan na chwrddir â thargedau • Dychwelyd graddfeydd presenoldeb at yr AA drwy ddulliau electronaidd yn unol â chanllawiau'r Cynulliad • Dim caniatáu gwyliau yn ystod y tymor

