Ysgol Ffridd y Llyn
Cefnddwysarn
Bala
Gwynedd
LL23 7HE
01678530373

Ysgol Bro
Tryweryn
Frongoch
Bala
Gwynedd
LL23 7NT

Awel.Jones@ffriddyllyn.ysgoliongwynedd.cymru

Awel.Jones@brotryweryn.ysgoliongwynedd.cymru

Presenoldeb ac Absenoldebau

Yn Ffederasiwn Cysgod y Foel, rydym yn ystyried presenoldeb rheolaidd a phrydlondeb yn allweddol er mwyn i blant fanteisio'n llawn ar eu haddysg ac ar bob agwedd o fywyd yr ysgol. Mae presenoldeb da yn helpu i sicrhau parhad yn y dysgu ac yn galluogi plant i wneud y cynnydd gorau posibl.

Disgwyliwn i bob plentyn gyrraedd yr ysgol erbyn 8.50yb fel eu bod yn barod i ddechrau'r diwrnod am 9.00yb. Wrth gwrs, rydym yn deall y bydd plant yn sâl neu'n methu dod i'r ysgol o bryd i'w gilydd am resymau dilys. Pan fydd hyn yn digwydd, gofynnwn i rieni/gwarcheidwaid roi gwybod i'r ysgol cyn gynted â phosibl drwy ffonio'r swyddfa neu anfon neges. Gofynnwn hefyd am eglurhad ysgrifenedig pan fydd y plentyn yn dychwelyd i'r ysgol.

Mae'r ysgol yn gweithredu in loco parentis a chanddi gyfrifoldeb dros ddiogelwch a lles y plant rhwng 8.50yb a 3.40yp.

Mae rheoliadau Llywodraeth Cymru yn nodi bod yn rhaid i ysgolion gael eglurhad am bob absenoldeb. Os na dderbynnir eglurhad gan riant neu warcheidwad, bydd yr absenoldeb yn cael ei gofnodi fel absenoldeb anawdurdodedig. Hyd yn oed pan ddarperir eglurhad, gall yr ysgol benderfynu cofnodi'r absenoldeb fel un anawdurdodedig os nad yw'r rheswm yn cael ei ystyried yn un dilys. Mae'r ysgol yn cadw'r hawl i wahodd rhieni neu warcheidwaid i'r ysgol am sgwrs os nad yw'r esboniad a dderbyniwyd yn cael ei ystyried yn gywir nac yn wir, neu os oes angen trafod yr absenoldeb ymhellach cyn penderfynu a ellir ei awdurdodi.

Mae rhesymau derbyniol am absenoldeb yn cynnwys salwch, apwyntiadau meddygol neu ddeintyddol na ellir eu trefnu y tu allan i oriau ysgol, profedigaeth neu amgylchiadau eithriadol eraill. Gofynnwn yn garedig i rieni geisio trefnu apwyntiadau meddygol y tu allan i oriau ysgol lle bo hynny'n bosibl.

Ystyrir y rhesymau canlynol yn rhai annilys, ac felly bydd unrhyw absenoldeb yn cael ei gofnodi fel absenoldeb anawdurdodedig:

- "Roedd angen i _____ helpu gartref ddoe."
- "Bu'n rhaid i ni fynd i brynu esgidiau newydd iddo/iddi."
- "Roedd _____ wedi blino ar ôl i ni fynd i ffwrdd am y penwythnos."
- Teithiau siopa neu weithgareddau teuluol y gellir eu trefnu y tu allan i amser ysgol.

Nid oes hawl awtomatig i dynnu plentyn allan o'r ysgol yn ystod y tymor. Rhaid cyflwyno cais ymlaen llaw drwy gwblhau ffurflen “Cais Absenoldeb” yr ysgol. Bydd y Pennaeth yn ystyried pob cais yn unigol gan

gymryd i ystyriaeth y rheswm dros yr absenoldeb, hyd yr amser i ffwrdd, yr effaith ar ddysgu'r plentyn, ei bresenoldeb a'i gynnydd yn yr ysgol, yn ogystal ag amgylchiadau'r teulu.

Bydd unrhyw ganiatâd ar gyfer absenoldeb yn ystod y tymor ysgol yn ôl disgresiwn y Pennaeth ac yn seiliedig ar amgylchiadau'r achos a chofnod presenoldeb y plentyn dros y 12 mis blaenorol. Os na chaiff cais ei gymeradwyo ond bod y plentyn yn absennol serch hynny, bydd yr absenoldeb yn cael ei gofnodi fel absenoldeb anawdurdodedig.

Mae gweithio mewn partneriaeth â rhieni yn hanfodol er mwyn sicrhau'r lefelau uchaf posibl o bresenoldeb a phrydlondeb, ac rydym yn diolch i chi am eich cefnogaeth barhaus yn hyn o beth.

Attendance and Absence

At Ffederasiwn Cysgod y Foel, we consider regular attendance and punctuality to be essential in ensuring that children gain the maximum benefit from their education and fully participate in all aspects of school life. Good attendance helps to maintain continuity in learning and enables children to make the best possible progress.

We expect all children to arrive at school by 8:50am so that they are ready to begin the school day promptly at 9:00am. We understand, of course, that children will occasionally be unwell or unable to attend school for valid reasons. When this happens, we ask parents/carers to inform the school as soon as possible by telephoning the school office or sending a message. We also request a written explanation when the child returns to school.

The school operates in loco parentis and is responsible for the safety and wellbeing of pupils between 8:50am and 3:40pm.

Welsh Government regulations state that schools must receive an explanation for every absence. If no explanation is received from a parent or carer, the absence will be recorded as an unauthorised absence. Even when an explanation is provided, the school may decide to record the absence as unauthorised if the reason is not considered valid. The school reserves the right to invite parents or carers into school for a discussion if the explanation received is not considered to be accurate or truthful, or if further discussion is required before a decision can be made as to whether the absence may be authorised.

Acceptable reasons for absence include illness, medical or dental appointments that cannot be arranged outside school hours, bereavement, or other exceptional circumstances. Parents/carers are kindly requested to arrange medical appointments outside school hours wherever possible.

The following reasons are considered invalid and therefore any absence will be recorded as an unauthorised absence:

- "_____ was helping at home yesterday."
- "We had to go and buy new shoes for him/her."
- "_____ was tired after we went away for the weekend."
- Shopping trips or family activities that could be arranged outside school hours.

Parents/carers do not have an automatic right to remove their child from school during term time. A request must be submitted in advance by completing the school's "Request for Absence" form. The Headteacher will consider each request individually, taking into account the reason for the absence, the length of time requested, the impact on the child's learning, the child's attendance and progress at school, as well as the family circumstances.

Any permission for absence during term time is granted at the discretion of the Headteacher and will be based on the individual circumstances of the case and the child's attendance record over the previous 12 months. If a request is not approved but the child is absent from school regardless, the absence will be recorded as an unauthorised absence.

Working in partnership with parents is essential to achieving the highest possible standards of attendance and punctuality, and we thank you for your continued support in this important matter.