



Penalty Notices

This letter alerts you to the introduction of penalty notices for unauthorised absences from school from January 2015.

The local authority and the ERW consortium believe that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime.

A penalty notice is an alternative to prosecution with the aim of seeking to secure an improvement in the pupil's attendance.

A penalty notice can be requested by the school, the police or from within the local authority's Education Inclusion Service in relation to unauthorised non-attendance at school. If a reason for absence is provided by the parent/carer, then it is the headteacher's decision to accept, or not accept this, and ensure that the register is marked appropriately.

If a notice has been requested, the parent/carer will receive a warning letter that gives them 15 days to provide evidence to the local authority that the unauthorised absences are not justified and that the register should be amended. If the unauthorised absences are due to taking a holiday in school time then a warning will not be issued. Please note that there is no limit to the number of formal warnings which can be issued

If the school attendance does not improve then the penalty notice will be issued. Payment of £60 will be due in the first instance which will rise to £120 if not paid promptly. If the penalty is not paid then the local authority will consider issuing prosecution proceedings against parent(s) for the original offence, which is 'failure to ensure regular attendance at school of the registered pupil' under Section 444 (1) or (1A) of the Education Act 1996.

Please remember that if there are reasons why your child is missing school then you can seek support and guidance from staff at your child's school. Please do ask before the non-attendance becomes an issue.



Hysbysiadau Cosb

Mae'r llythyr hwn yn eich rhybuddio o'r bwriad i gyflwyno hysbysiadau cosb am absenoldebau heb eu hawdurdodi o ysgolion o Ionawr 2015.

Mae'r awdurdod lleol a'r consortiwm ERW yn credu bod unrhyw absenoldeb o'r ysgol, am ba bynnag reswm, yn andwyol i gyfleoedd bywyd hirdymor y plentyn, felly dylid ei osgoi ar bob cyfrif os yn bosib. Mae lleihau absenoldebau o ysgolion yn flaenoriaeth allweddol, yn lleol a chenedlaethol, oherwydd mae colli ysgol yn niweidiol i lefel cyrhaeddiad y disgybl, yn amharu ar drefn arferol yr ysgol, a gall olygu bod disgybl yn fwy agored i ymddygiad gwrthgymdeithasol a throseddau ieuencid.

Defnyddir hysbysiad cosb yn hytrach nag erlyniad gyda'r nod o geisio sicrhau gwelliant ym mhresenoldeb y disgybl.

Gellir cyflwyno hysbysiad cosb yn sgil cais gan yr ysgol, yr heddlu, neu gan Wasanaethau Cynhwysiant Addysg yr awdurdod lleol, mewn perthynas ag absenoldeb heb ei awdurdodi. Os bydd y rhiant/gofalwr yn darparu rheswm dros yr absenoldeb, yna penderfyniad y pennaeth fydd derbyn, neu beidio â derbyn hwnnw, gan sicrhau bod y gofrestr wedi'i marcio'n briodol.

Os gwneir cais am hysbysiad, bydd y rhiant/gofalwr yn cael llythyr rhybudd yn rhoi 15 diwrnod iddyn nhw ddarparu tystiolaeth i'r awdurdod lleol nad oes modd cyfiawnhau'r absenoldebau anawdurdodedig, ac y dylid diwygio'r gofrestr. Os ydy'r absenoldebau anawdurdodedig o ganlyniad i gymryd gwyliau yn ystod amser ysgol, yna ni chyflwynir rhybudd. Noder nad oes yna gyfyngiad ar nifer y rhybuddion ffurfiol y gellir eu cyflwyno.

Os na fydd presenoldeb y disgybl yn gwella, yna cyhoeddir hysbysiad cosb. Bydd taliad o £60 yn ddyledus yn y lle cyntaf, a bydd hwnnw'n codi i £120 os na chaiff ei dalu'n brydlon. Os na thelir y gosb, yna bydd yr awdurdod lleol yn ystyried cymryd camau i erlyn y rhiant/rhieni am y drosedd wreiddiol, sef 'methu â sicrhau bod disgybl cofrestredig yn mynychu'r ysgol yn rheolaidd' dan Adran 444 (1) neu (1A) o Ddeddf Addysg 1996.

Cofiwch, os oes yna resymau dros absenoldeb eich plentyn o'r ysgol, yna gallwch ofyn am gymorth ac arweiniad gan staff yr ysgol. Dylech ofyn cyn i'r absenoldeb fynd yn broblem.