

Dear Parent/Guardian

**Re: Authorising pupil absences**

During the last academic year Penglais School achieved record levels of attendance 94.6%. There is a well-established clear link between pupil achievement and attendance. An appreciation of this by parents has been a major factor in the school being able to post excellent attendance figures.

Traditionally, the school has authorised absences only on receipt of a parental note. This is not always convenient. To assist parents, the school will now accept e-mail, telephone message or a handwritten note to authorise an absence. To authorise an absence the school must be informed of the reason and if the pupil is ill, the nature of the illness. A decision can then be taken, if the reason is deemed acceptable, to authorise the absence. An unauthorised absence is regarded as a truancy and a number of these on a pupil's attendance record can result in prosecution.

Whatever method you use to inform the school of the reason for any absence please ensure it contains the following:

- Full name and form group.
- Reason for absence and, if ill, nature of illness.
- Date(s) of absence.

To leave a message by telephone please dial 01970 624811- on this line there is an out of hours answer phone or contact the Attendance office on 01970 621124 (For Years 12 + 13 leave a message with Nerys Williams ( 01970 621127). If you wish to e-mail the reason for absence, the relevant addresses are:

**Years 7-11-** Ms S Grasham- Attendance Officer- [attendance@penglais.org.uk](mailto:attendance@penglais.org.uk)

**Years 12 -13-** Mrs D Owen- [dmo@penglais.org.uk](mailto:dmo@penglais.org.uk)

Handwritten notes should be given to the pupil to present to their form teacher on the day he/she returns to school.

Yours faithfully

**Mrs K K Shaw**  
Assistant Headteacher

Annwyl Riant/Gwarcheidwad

**Re: Absoneldabau gyda chaniatâd**

Yn ystod y flwyddyn academic sydd newydd orffen, lefel presenoldeb disgyblion Ysgol Penglais oedd 94.6%. Mae hyn yn ganlyniad o ymwybyddiaeth rhieni o'r cysylltiadau clir, sefydliedig rhwng cyflawniadau disgyblion a phresenoldeb.

Nodyn neu lythyr oedd yr arfer ar gyfer derbyn gwybodaeth am absenoldebau cyn rhoi caniatâd arbennig. Oherwydd anghyfleustra'r hyn ar adegau, mae'r ysgol wedi penderfynu derbyn ebost, neges ffôn neu nodyn ysgrifenedig i rieni sydd am wneud cais am absenoldeb gyda chaniatâd.

Er mwyn i'r ysgol ystyried rhoi caniatâd i absenoldebau, rhaid i rieni roi rheswm neu, yn achos salwch, natur y salwch.

Bydd absenoldebau heb ganiatâd yn rhan o ddata pob disgybl a gellir nifer o'r rhain arwain at gamau cyfreithiol.

Wrth gysylltu â'r ysgol i'w hysbysu am absenoldeb rhaid cynnwys y canlynol:

- Enw llawn a dosbarth cofrestru
- Rheswm am absenoldeb, ac yn achos salwch, natur y salwch
- Dyddiad/dyddiadau'r abseboldeb

Ar gyfer neges ffôn y rhif yw 01970 624811 – mae peiriant ateb ar gyfer galwadau y tu allan i oriau ysgol, neu Swyddog Presenoldeb 01970 621124 ( Ar gyfer blynyddoedd 12 ac 13 gadewch neges i Nerys Williams 01970 621127).

Gwelir isod cyfeiriadau perthnasol er mwyn defnyddio system ebyst.

**Blynyddoedd 7-11-** Ms S Grasham- Swyddog Presenoldeb [attendance@penglais.org.uk](mailto:attendance@penglais.org.uk)

**Blynyddoedd 12-13-** Mrs D Owen- [dmo@penglais.org.uk](mailto:dmo@penglais.org.uk)

Yn achos nodyn neu lythyr wedi'i ysgrifennu â llaw – Dylai'r rhain gael eu rhoi i'r athro/athrawes dd/dosbarth wrth i'r disgybl ddychwelyd i'r ysgol.

Yn gywir

**K K Shaw**

Pennaeth Cynorthwyol

