

Fframwaith Presenoldeb ar gyfer Cymru Gyfan

All Wales Attendance Framework

Deunydd Enghreifftiol

Exemplar Materials

Mae'r adran hon yn cynnwys templedi a ffurflenni, disgrifiadau swydd drafft ynghyd a pholisi ymarfer da, prosesau a dulliau. Nid ydynt yn anochel i'w ddefnyddio ond efallai byddent yn ddefnyddiol i addasu at eich diben eich hun.

Mae'r deunydd yn yr adran hon wedi eu casglu gan awdurdodau lleol ar draws Cymru a'r DU. Hyd yn oed casglwyd yn ddiwyll ni all Llywodraeth Cynulliad Cymru cymryd unrhyw gyfrifoldeb am gywirdeb unrhyw cynnwys cyfreithiol a ddarparwyd yn yr adran hon.

Polisi Llywodraeth Cynulliad Cymru yw i ddim cyfieithu dogfennau trydydd parti, fodd bynnag os oes cyfieithiad ar gael rydym wedi ei chynnwys. Gobeithiwn ychwanegu at hon mewn amser os yw unrhyw awdurdod lleol yn penderfynu cyfieithu'r dogfennau yn y dyfodol.

This section includes template letters and forms, draft job descriptions as well as good practice policies, processes and procedures. They are not obligatory to use, but may be useful for you to create or adapt for your own purposes.

The materials in this section have been collected from local authorities across Wales and the UK. Although collected in good faith the Welsh Assembly Government cannot be held responsible for the accuracy of any legal content provided within this section.

It is not Welsh Assembly Government policy to translate third party documents, however where a translation already exists we have included it. We hope to add to this over time should any authority decide to translate these materials at a later date.

Section 2: Exemplar Materials

1. Truancy Patrol Documentation

- 1.1 Data collection form 1
- 1.2 Data collection form 2
- 1.3 Pupil pass
- 1.4 Pupil out of area form
- 1.5 Process flowchart
- 1.6 Truancy letter (to send)
- 1.7 Truancy note (to give to pupil stopped)
- 1.8 Truancy poster

2. Exemplar Job Descriptions

- 2.1 Education Welfare Officer
- 2.2 Education Welfare Officer / Education Social Worker
- 2.3 Education Social Worker
- 2.4 Health Adviser
- 2.5 Attendance Support Assistant

3. Child Protection Procedures

- 3.1 Booklet for school staff
- 3.2 Movement of children form
- 3.3 Children missing education notification form
- 3.4 Children missing education checklist
- 3.5 Children missing education information leaflet
- 3.6 Child protection case conference report
- 3.7 Report for child in need meeting

4. Risk Assessment / Personal Safety

- 4.1 Lone working guidance
- 4.2 Individual risk assessment

5. Referral Process

- 5.1 Referral form 1
- 5.2 Referral form 2
- 5.3 Initial assessment record
- 5.4 Case file
- 5.5 Summary of contact
- 5.6 Supervision notes

6. Employment / Performance Policy

- 6.1 Chaperone information
- 6.2 Children in entertainment - further information
- 6.3 Employment guide for part-time work
- 6.4 Employment of children application form
- 6.5 WAG good practice advice

7. Standard Letters

- 7.1 General absence letter 1
- 7.2 General absence letter 2
- 7.3 Letter for unauthorised absences
- 7.4 Letter for authorised absence
- 7.5 Final warning letter
- 7.6 Visit follow up letter
- 7.7 EWS Primary school visit letter
- 7.8 Lateness letter
- 7.9 Persistent lateness letter
- 7.10 Improvement letter

8. Service Level Agreements

- 8.1 SLA for primary schools
- 8.2 SLA for secondary schools

9. Legal Forms and Information

- 9.1 Letter to parents
- 9.2 Certificate of service
- 9.3 Application for an Order
- 9.4 Statement of service
- 9.5 Application for an Education Supervision Order
- 9.6 Application for an extension of an Education Supervision Order
- 9.7 EWO absence statement
- 9.8 Antecedent report and previous proceedings
- 9.9 Witness statement form
- 9.10 Guide to legal action
- 9.11 Child welfare principles

10. Induction

- 10.1 Induction checklist
- 10.2 Induction evaluation

11. Family Holidays and Extended Holidays

- 11.1 Application for leave
- 11.2 Information letter for parents
- 11.3 Letter to parents
- 11.4 EWS family holidays leaflet
- 11.5 Holiday in term-time leaflet
- 11.6 Holiday in term-time flier
- 11.7 Holiday in term-time poster

12. General Attendance Information

- 12.1 Attendance Matters booklet for parents
- 12.2 General attendance leaflet
- 12.3 Parents guide to attendance and punctuality
- 12.4 Fixed period exclusions information leaflet
- 12.5 Flowchart to report concerns
- 12.6 Home School Agreement
- 12.7 Improving punctuality leaflet
- 12.8 Attendance registration code guidance
- 12.9 Sample attendance policy

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Strategaethau i ysgolion i wella
presenoldeb a rheoli hwyrni

Strategies for schools to improve
attendance and manage lateness.