

College Attendance Requirements 2006-07

All students are required to attend 100% of their course of study. Tutors and the Curriculum Directors will be monitoring student attendance regularly, and will arrange to discuss absences with students.

Any absence is considered unauthorised unless there is a valid reason for non attendance. Please read the information below for further details.

▪ ***Absences – General Guidelines***

- 1 Absences are unauthorised unless proven otherwise. It is your responsibility to provide the evidence to prove that any absence falls into the ***authorised*** category (see below).
- 2 You should apply for an authorised absence before the event wherever possible unless the absence is unforeseen.
- 3 Any unforeseen absences, which fall into the authorised category, e.g. illness, must be evidenced within 10 days of returning to the College.

▪ ***Authorised Absences***

Remember authorised absence should be agreed before the event with your subject tutor and backed up by appropriate evidence e.g. medical appointment card. Absences that are authorised must be for a good and clear reason. You can always discuss this with your tutors. The following list identifies acceptable examples but is not exhaustive:

- Medical/ dental appointments which could not be made out of College hours
- A work placement which is integral to your course
- A visit to a university open day or career-related interview
- A College representatives' meeting
- Attendance at a funeral or wedding of close family members
- Attendance at a probation meeting
- Severe disruption to your method of transport eg rail strike, serious inclement weather which leaves no method of travelling to College
- A driving test, but not driving lessons.

The following are also acceptable reasons for *one-off authorisation of absence*, but any developing patterns will be investigated by your tutors:

- A family emergency
- Extra curricular activities, e.g. sports participation at a national or county level or voluntary work
- Exceptional work commitments

▪ *Sickness Absence*

Isolated periods of illness can be considered as *authorised*.

If you are absent due to illness you should:

- Contact your School/Programme Area on the day or as close as is practicably possible if you are going to be absent along with the reasons for your absence. You will be given instructions on who to contact during induction.
- Produce evidence immediately on return to College.
- Bring in a signed note from the person legally responsible for you e.g. your parents or guardian on the day you return for the tutors of the lessons you missed if you are aged 16/17. **Your unauthorised absence will stand if a note is not produced within 10 days of your return to College.**
- If you are 18 or over you should self certify using the College documentation available from your tutors.

Self certification is applicable for up to 5 days. After this period you will be required to produce a doctor's note. This procedure will help you become familiar with the sort of requirements expected when you start working

• *Unauthorised Absences*

The following are not acceptable reasons for an authorised absence and will be recorded as *unauthorised*:

- Holidays – you are expected to take these out of term time
- Part or full time work that is not part of a programme of study
- Leisure activities
- Birthdays or family celebrations
- Babysitting siblings
- Driving lessons

This list is intended as guidance and is not exhaustive.

Please follow the above procedure so that the College can confirm your attendance accurately.

**If you require any advice please contact :
Your Personal Tutor,**

**or the
Advice and Guidance Team,
01492 546666 ext 338/339.**

Gofynion Presenoldeb Coleg 2006-07

Disgwylir i bob myfyriwr i fynychu 100% o'u cwrs astudiaeth. Bydd Tiwtoriaid a Chyfarwyddwyr Cwricwlwm yn monitro presenoldeb myfyrwyr yn rheolaidd, a byddant yn trefnu i drafod absenoldebau gyda myfyrwyr.

Caiff unrhyw absenoldeb ei ystyried yn absenoldeb anawdurdodedig oni bai fod yna reswm dilys dros beidio a mynychu.

Darllenwch y wybodaeth isod am fanylion pellach os gwelwch yn dda.

▪ *Absenoldebau – Canllawiau Cyffredinol*

- 1 Mae absenoldebau yn anawdurdodedig oni bai y profir fel arall. Eich cyfrifoldeb chi ydyw i ddarparu'r dystiolaeth fod unrhyw absenoldeb yn disgyn i mewn i'r categori **awdurdodedig** (gweler isod).
- 2 Dylech ymgeisio am absenoldeb awdurdodedig cyn y digwyddiad ble bynnag y bo'n bosibl oni bai y rhagwelir yr absenoldeb.
- 3 Mae'n rhaid i absenoldebau na ragwelir, sy'n disgyn i mewn i gategori awdurdodedig, e.e. salwch, gael ei dystiolaethau o fewn 10 diwrnod ar ôl dychwelyd i'r Coleg.

▪ *Absenoldebau Awdurdodedig*

Cofiwch y dylai absenoldeb awdurdodedig gael ei gytuno cyn y digwyddiad gyda'ch tiwtor pwnc a'i gefnogi gan dystiolaeth berthnasol e.e. cerdyn apwyntiad meddygol. Dylai absenoldebau sydd yn awdurdodedig fod yn rheswm da a chlir. Gallwch drafod hyn gyda'ch tiwtor. Mae'r rhestr ganlynol yn nodi'r enghreifftiau derbyniol ond nid yw'n drwyadl:

- Apwyntiadau meddygol/deintyddol na allent gael eu gwneud y tu allan i oriau Coleg
- Profiad gwaith sy'n ran integrol o'ch cwrs
- Ymweliad i ddiwrnod agored Prifysgol neu gyfweiliad yn berthynol â gyrfa
- Cyfarfod cynrychiolwyr Coleg
- Presenoldeb mewn angladd neu briodas aelod agos o'r teulu
- Presenoldeb mewn cyfarfod profiannaeth
- Amhariaeth difrifol i'ch dull o drafnidiaeth e.e. streic rheilffordd, tywydd gwael difrifol sydd ddim yn gadel ffordd arall o deithio i'r Coleg
- Prawf gyrru, ond ddim gwersi gyrru.

Mae'r canlynol hefyd yn dderbyniol am resymau *awdurdodiad absenoldeb unigryw*, ond fe gaiff unrhyw batrymau datblygol eu ymchwilio gan eich tiwtoriaid:

- Argyfwng teulu
- Gweithgareddau allgyrsiol, e.e. cyfranogiad chwaraeon ar lefel cenedlaethol neu sir neu waith gwirfoddol
- Ymrwymadau gwaith eithriadol

▪ *Absenoldeb Salwch*

Gall cyfnodau prin o salwch gael eu ystyried fel *awdurdodedig*.

Os ydych chi'n absennol o achos salwch fe ddylech:

- Gysylltu â'ch Ysgol/Maes Rhaglen ar y diwrnod neu mor agos ag sy'n ymarferol bosibl os ydych chi'n mynd i fod yn absennol ynghyd â rhesymau dros eich absenoldeb. Fe gewch gyfarwyddiadau ynghylch pwy i gysylltu â nhw yn ystod rhagarweiniad.
- Cynhyrchwch dystiolaeth yn syth wrth ddychwelyd i'r Coleg.
- Os ydych chi'n 16/17 mlwydd oed dewch â nodyn wedi ei lofnodi gan berson sy'n gyfreithiol gyfrifol amdanoch e.e. eich rhieni neu warchodwr ar ddiwrnod eich dychweliad er mwyn tiwtoriaid y gwersi rydych wedi eu colli. **Fe gedwir eich absenoldeb anawdurdodedig os na gynhyrchir nodyn o fewn 10 diwrnod i'ch dychweliad i'r Coleg.**
- Os ydych chi dros 18 mlwydd oed fe ddylech hunan ardystio gan ddefnyddio dogfennaeth Coleg sydd ar gael gan eich tiwtoriaid.

Mae hunan ardystio yn dderbyniol am hyd at 5 diwrnod. Ar ôl y cyfnod yma bydd disgwyl i chi gynhyrchu nodyn doctor. Fe fydd y drefn yma yn eich helpu i ddod yn gyfarwydd gyda'r math o ofynion a ddisgwylir pan fyddwch yn cychwyn gweithio.

• *Absenoldebau Anawdurdodedig*

Nid yw'r canlynol yn resymau derbyniol am absenoldeb awdurdodedig ac fe gânt eu recordio fel *anawdurdodedig*:

- Gwyliau – disgwylir i chi gymryd rhain y tu allan i amser tymor
- Gwaith llawn neu ran-amser sydd ddim yn rhan o'ch rhaglen astudio
- Gweithgareddau Hamdden
- Gwyliau neu ddathliadau teulu
- Gofalu am frodyr neu chwiorydd
- Gwersi gyrru

Bwriedir y rhestr yma fel arweiniad ac nid yw'n drwyadl.

Dilynwch y drefn uchod fel y gall y Coleg gadarnhau eich presenoldeb yn gywir.

**Os ydych chi angen cyngor cysylltwch â'ch:
Tiwtor Personol,**

**neu
Dîm Cyngor ac Arweiniad,
01492 546666 est 338/339.**