

Attendance Guidance for Learners

All Learners are responsible for:

- Attending 100% of all timetabled classes including personalised learning support sessions
- Arriving on time for class and not disrupting other learners by leaving early
- Seeking consent of their Tutor for any planned absence before the event by submitting an Authorised Absence Form for consideration
- Contacting their Tutor on the first day of absence, for example in the case of illness. Contact by telephone or e-mail should be made before 9.00am on the first day of absence. If the Learner is unable to contact the Tutor then a message for the Tutor should be left with the Faculty / School Administrative Assistant. On return, the Learner must also provide the College with evidence of the reason for absence
- Contacting the tutor on the third day of absence giving an expected date of return
- In the case of prolonged absence the Tutor should be notified so that work can be set
- Providing evidence of the reason of absence
- Monitoring their own attendance via the Learner Portal
- Notifying the EMA /Student Finance Officer regarding any loss of EMA / PTA / ALG payments within 4 weeks. Issues relating to unmarked registers should be discussed with the Tutor in the first instance

Presenoldeb Arweiniad i Ddysgwyr

Mae'n gyfrifoldeb ar y dysgwr i:

- Fynychu 100% o'r holl wersi ar yr amserlen yn cynnwys sesiynau cymorth dysgu personoledig
- Cyrraedd y dosbarth ar amser a pheidio â tharfu ar ddysgwyr eraill drwy adael yn gynnar
- Cael caniatâd gan eu Tiwtor ar gyfer unrhyw absenoldeb wedi'i drefnu cyn y digwyddiad drwy gyflwyno Ffurflen Absenoldeb Awdurdodedig i gael ei ystyried
- Cysylltu â'u Tiwtor ar y diwrnod cyntaf o absenoldeb, er enghraifft os ydynt yn sâl Dylid cysylltu dros y ffôn neu drwy e-bost cyn 9.00am ar y diwrnod cyntaf o absenoldeb. Os nad yw'r Dysgwr yn gallu cysylltu â'r Tiwtor yna dylid gadael neges ar gyfer y Tiwtor gyda Chynorthwydd Gweinyddol yr Adran/Ysgol. Ar ôl dychwelyd, fe ddylai'r Dysgwr ddarparu tystiolaeth i'r Coleg gyda'r rheswm dros yr absenoldeb
- Cysylltu â'r tiwtor ar y trydydd diwrnod o absenoldeb gyda'r dyddiad y maent yn disgwyl dychwelyd
- Mewn achos o absenoldeb maith dylid hysbysu'r Tiwtor fel bod modd gosod gwaith i'r dysgwr
- Darparu tystiolaeth gyda'r rheswm dros yr absenoldeb
- Monitro presenoldeb eu hunain drwy ddefnyddio Porth y Dysgwr
- Rhoi gwybod i'r Swyddog LCA/Cyllid Myfyrwyr ynglŷn â cholli unrhyw daliadau LCA/LIAB/GDC o fewn 4 wythnos. Yn y lle cyntaf dylid trafod unrhyw faterion fel cofrestrau heb eu marcio gyda'r Tiwtor