



OFFERYNNAU STATUDOL  
CYMRU

WELSH STATUTORY  
INSTRUMENTS

**2013 Rhif 1983 (Cy. 193)**

**2013 No. 1983 (W. 193)**

**ADDYSG, CYMRU**

**EDUCATION, WALES**

**Rheoliadau Addysg (Hysbysiadau  
Cosb) (Cymru) 2013**

**The Education (Penalty Notices)  
(Wales) Regulations 2013**

**NODYN ESBONIADOL**

**EXPLANATORY NOTE**

*(Nid yw'r nodyn hwn yn rhan o'r Rheoliadau)*

*(This note is not part of the Regulations)*

Mae'r Rheoliadau hyn yn rhagnodi'r manylion sy'n angenrheidiol i weithredu'r cynllun hysbysiadau cosb o dan adran 444A o Ddeddf Addysg 1996 ("Deddf 1996"; mewnosodwyd adran 444A gan Ddeddf Ymddygiad Gwrthgymdeithasol 2003).

These Regulations prescribe the necessary details for the operation of the penalty notice scheme under section 444A of the Education Act 1996 ("the 1996 Act"; section 444A was inserted by the Anti-Social Behaviour Act 2003).

Diwygiwyd adrannau 444A a 444B gan O.S. 2013/1657 (Cy.155) fel bod yr adrannau hynny hefyd yn gymwys i Gymru.

Sections 444A and 444B were amended by S.I. 2013/1657 (W.155) so that those sections also apply to Wales.

Mewn perthynas â throseddau triwantaeth o dan adran 444 o Ddeddf 1996, mae'r Rheoliadau hyn yn gymwys i hysbysiadau cosb a gyflwynir ar y dyddiad y deuant i rym neu ar ôl hynny, p'un ai cyn y deuant i rym neu ar ôl hynny y cyflawnwyd y drosedd (rheoliad 1(3)).

In relation to truancy offences under section 444 of the 1996 Act these Regulations apply to penalty notices served on or after the date on which they come into force, whether the offence was committed before or after they come into force (regulation 1(3)).

Mae rheoliad 3 yn nodi'r materion sydd i'w cynnwys mewn hysbysiad cosb.

Regulation 3 sets out the matters to be contained in a penalty notice.

Mae rheoliad 4 yn rhagnodi lefel y gosb sydd i'w thalu i'r awdurdod lleol, ac mae rheoliad 6 yn rhagnodi beth sy'n dystiolaeth o dalu'r gosb neu'n dystiolaeth o beidio â thalu'r gosb. Mae rheoliad 5 yn darparu ar gyfer y cyfnod y mae'r gosb i gael ei thalu ynddo, er mwyn iddi ryddhau'r derbynnydd o fod yn agored i gollfarn am y drosedd. Mae rheoliad 6 yn darparu pa awdurdod lleol y mae'r gosb i gael ei thalu iddo.

Regulation 4 prescribes the level of the penalty which is to be paid to the local authority, and regulation 6 what is evidence of its payment or non-payment. Regulation 5 provides for the period in which it is to be paid, if it is to discharge the recipient's liability for the offence. Regulation 6 provides which local authority the penalty is to be paid to.

Mae rheoliad 7 yn rhagnodi'r cyfnod y caniateir i achos gael ei gychwyn ynddo o dan adran 444A(3) o Ddeddf 1996 fel cyfnod o 42 o ddiwrnodau.

Regulation 7 prescribes the period during which proceedings may be instituted under section 444A(3) of the 1996 Act as 42 days.

Mae rheoliad 8 yn rhoi manylion am yr amgylchiadau hynny pan ganiateir i hysbysiad cosb gael ei dynnu'n ôl.

Regulation 8 details the circumstances in which a penalty notice may be withdrawn.

Mae rheoliadau 10 i 13 yn rhagnodi pwy sy'n cael dyroddi hysbysiadau cosb.

Regulations 10 to 13 prescribe who can issue penalty notices.

Mae rheoliadau 14 - 18 yn gwneud llunio cod ymddygiad lleol a chynnal ymgynghoriad arno yn ofynnol, er mwyn i hysbysiadau cosb gael eu dyroddi yn unol â'r cod lleol.

Mae rheoliadau 19 - 21 yn rhagnodi bod copi o'r hysbysiad cosb i gael ei ddarparu i'r awdurdod lleol y mae rhaid iddo gadw cofnodion yn unol â'r manylion a roddir. Os oes angen gwybodaeth ar Weinidogion Cymru mewn cysylltiad â hysbysiadau cosb, rhaid i'r awdurdod lleol ddarparu'r wybodaeth honno iddynt hwy.

Mae rheoliadau 22 a 23 yn rhagnodi sut y mae'r hysbysiad cosb i gael ei gyflwyno a sut y mae'r awdurdodau lleol i wario'r symiau y maent yn eu cael.

Regulations 14 - 18 requires a local code of conduct to be drawn up and consulted upon, for the issuing of penalty notices to be done in accordance with the local code.

Regulations 19 – 21 prescribe that a copy of the penalty notice is to be provided to the local authority who must keep records as detailed. If the Welsh Ministers require information in respect of penalty notices, the local authority must provide it to them.

Regulations 22 and 23 prescribe how the penalty notice is to be served and how sums received by local authorities are to be spent.

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**EDUCATION, WALES**

**Rheoliadau Addysg (Hysbysiadau  
Cosb) (Cymru) 2013**

**The Education (Penalty Notices)  
(Wales) Regulations 2013**

*Gwnaed* 7 Awst 2013

*Made* 7 August 2013

*Gosodwyd gerbron Cynulliad Cenedlaethol  
Cymru* 12 Awst 2013

*Laid before the National Assembly for Wales*  
12 August 2013

*Yn dod i rym* 2 Medi 2013

*Coming into force* 2 September 2013

Mae Gweinidogion Cymru, drwy arfer y pwerau a roddwyd i'r Ysgrifennydd Gwladol gan adrannau 444A(3) a (6), 444B a 569 o Ddeddf Addysg 1996(1) ac a freiniwyd bellach ynddynt hwy, yn gwneud y Rheoliadau a ganlyn:

The Welsh Ministers in exercise of the powers conferred on the Secretary of State by sections 444A(3) and (6), 444B and 569 of the Education Act 1996(1) and now vested in them, make the following Regulations:

**Enwi, cychwyn a chymhwyso**

**Title, commencement and application**

1.—(1) Enw'r Rheoliadau hyn yw Rheoliadau Addysg (Hysbysiadau Cosb) (Cymru) 2013 a deuant i rym ar 2 Medi 2013.

1.—(1) The title of these Regulations is the Education (Penalty Notices) (Wales) Regulations 2013 and they come into force on 2 September 2013.

(2) Mae'r Rheoliadau hyn yn gymwys o ran Cymru.

(2) These Regulations apply in relation to Wales.

(3) Mewn perthynas â throseddau o dan adran 444 o Ddeddf 1996, mae'r Rheoliadau hyn yn gymwys i hysbysiadau cosb a ddyroddir ar y dyddiad y daw'r Rheoliadau hyn i rym neu ar ôl hynny, p'un ai cyn y dyddiad hwnnw, ar y dyddiad hwnnw neu ar ôl y dyddiad hwnnw y cyflawnwyd y drosedd honedig.

(3) In relation to offences under section 444 of the 1996 Act, these Regulations apply to penalty notices issued on or after the date on which these Regulations come into force, whether the alleged offence was committed before, on or after that date.

**Dehongli**

**Interpretation**

2.—(1) Yn y Rheoliadau hyn—

2.—(1) In these Regulations—

ystyr “cod ymddygiad” (“*code of conduct*”) yw cod ymddygiad yr awdurdod lleol sydd mewn grym am y tro yn unol â rheoliadau 14 i 16;

“the 1996 Act” (“*Deddf 1996*”) means the Education Act 1996;

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(1) 1996 p.56; mewnosodwyd adrannau 444A a 444B gan adran 23(1) o Ddeddf Ymddygiad Gwrthgymdeithasol 2003 (p. 38); mae adran 444A wedi ei diwygio gan adran 117 o Ddeddf Addysg 2005 (p.18) a pharagraff 3 o Atodlen 18 iddi, ac adran 110 o Ddeddf Addysg ac Arolygiadau 2006 (p.40). Rhoddwyd cyfeiriadau at “local authority” yn lle “local education authority” gan O.S. 2010/1158. Mae cymhwysiad adrannau 444A a 444B yn gymwys i Gymru yn rhinwedd O.S. 2013/1657 (Cy.155).

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(1) 1996. c.56; sections 444A and 444B were inserted by section 23(1) of the Anti-social Behaviour Act 2003 (c.38); section 444A has been amended by section 117 of, and paragraph 3 of Schedule 18 to, the Education Act 2005 (c.18) and section 110 of the Education and Inspections Act 2006 (c.40). References to local education authority were substituted with local authority by S.I. 2010/1158. The application of sections 444A and 444B were applied to Wales by virtue of S.I. 2013/1657 (W.155).

ystyr “darpariaeth addysgol amgen” (“*alternative educational provision*”) yw un o’r canlynol—

- (a) addysg a ddarperir gan awdurdod lleol ar gyfer plentyn ac eithrio mewn ysgol neu yng nghartref y plentyn drwy drefniadau a wnaed o dan adran 19 o Ddeddf 1996(1);
- (b) addysg mewn lleoliad y tu allan i fangre’r ysgol lle y mae’r plentyn yn ddisgybl cofrestredig ac y mae’n ofynnol gan yr awdurdod priodol (o fewn ystyr adran 444ZA(2) o Ddeddf 1996) i’r plentyn ei mynychu at ddibenion cael cyfarwyddyd neu hyfforddiant;

ystyr “Deddf 1996” (“*the 1996 Act*”) yw Deddf Addysg 1996;

ystyr “derbynydd” (“*recipient*”) yw’r person y rhoddir yr hysbysiad cosb iddo yn unol ag adran 444A(1) o Ddeddf 1996; ac

ystyr “hysbysiad cosb” (“*penalty notice*”) yw hysbysiad cosb a ddyroddir yn unol ag adran 444A(1) o Ddeddf 1996.

(2) Yn y Rheoliadau hyn, mae cyfeiriad at ddirprwy bennaeth neu bennaeth cynorthwyol yn cynnwys cyfeiriad at berson sy’n gweithredu fel dirprwy bennaeth neu bennaeth cynorthwyol, yn ôl y digwydd(3).

### Ffurff a chynnwys yr hysbysladau cosb

3. Rhaid i hysbysiad cosb roi’r manylion hynny am yr amgylchiadau yr honnir iddynt ffurfio’r drosedd y mae’r hysbysiad yn ymwneud â hi, sy’n angenrheidiol i roi gwybodaeth resymol o’r drosedd, a rhaid iddo gynnwys—

- (a) enw a chyfeiriad y derbynydd;
- (b) enw a chyfeiriad y plentyn sy’n—
  - (i) methu â mynychu’r ysgol yn rheolaidd;
  - (ii) methu â mynychu’r ddarpariaeth addysgol amgen yn rheolaidd, ac, fel y bo’n gymwys—
    - (aa) enw’r ysgol lle y mae’r plentyn yn ddisgybl cofrestredig, os yw’n gymwys; a

“alternative educational provision” (“*darpariaeth addysgol amgen*”) means one of the following—

- (a) education provided by a local authority for a child otherwise than at school or at the child’s home by way of arrangements made under section 19 of the 1996 Act(1);
- (b) education at a place outside the premises of the school at which the child is a registered pupil and which the child is required by the appropriate authority (within the meaning of section 444ZA(2) of the 1996 Act) to attend for the purpose of receiving any instruction or training;

“code of conduct” (“*cod ymddygiad*”) means the local authority’s code of conduct for the time being in force pursuant to regulations 14 to 16;

“penalty notice” (“*hysbysiad cosb*”) means a penalty notice issued pursuant to section 444A(1) of the 1996 Act; and

“recipient” (“*derbynydd*”) means a person to whom a penalty notice is given in accordance with section 444A(1) of the 1996 Act.

(2) In these Regulations a reference to a deputy or assistant head teacher includes a reference to a person acting as deputy or assistant head teacher, as the case may be(3).

### Form and content of penalty notices

3. A penalty notice must give such details of the circumstances alleged to constitute the offence to which the notice relates as are necessary to give reasonable information as to the offence and must contain—

- (a) the name and address of the recipient;
- (b) the name and address of the child who—
  - (i) is failing to attend school regularly;
  - (ii) is failing to attend alternative educational provision regularly and, as applicable—
    - (aa) the name of the school where the child is a registered pupil, if applicable; and

(1) Diwygiwyd adran 19 gan adrannau 47 a 57 o Ddeddf Addysg 1997 (p.44), ac Atodlen 8 iddi.

(2) Mewnosodwyd adran 444ZA gan adran 116 o Ddeddf Addysg 2005.

(3) Yn ôl adran 579(1) o Ddeddf Addysg 1996 (p.56), mae “head teacher” yn cynnwys pennaeth dros dro.

(1) Section 19 was amended by sections 47 and 57 of, and Schedule 8 to, the Education Act 1997 (c.44).

(2) Section 444ZA was inserted by section 116 of the Education Act 2005.

(3) By section 579(1) of the Education Act 1996 (c.56), “head teacher” includes an acting head teacher.

(bb) y lleoliad lle y darperir y ddarpariaeth addysgol amgen ar gyfer y plentyn neu y mae'n ofynnol i'r plentyn ei fynychu,

yn ôl y digwydd;

- (c) enw a manylion swyddogol y swyddog awdurdodedig sy'n dyroddi'r hysbysiad;
- (d) mewn achos o drosedd o dan adran 444 o Ddeddf 1996, y cyfnod y cyflawnwyd y drosedd ynddo a dyddiad dyroddi'r hysbysiad;
- (e) y swm sydd i'w dalu fel cosb, os telir ef o fewn 28 o ddiwrnodau yn unol â rheoliad 4, a'r swm, yn unol â'r rheoliad hwnnw os na thelir y swm o fewn y cyfnod hwnnw ond os telir ef o fewn 42 o ddiwrnodau;
- (f) enw a chyfeiriad yr awdurdod lleol y mae'r gosb i'w thalu iddo yn unol â rheoliad 6 ac y caniateir i unrhyw ohebiaeth mewn perthynas â'r hysbysiad cosb gael ei hanfon iddo;
- (g) y dull neu'r dulliau y caniateir i'r gosb gael ei thalu drwyddynt;
- (h) y cyfnod ar gyfer talu'r gosb, yn unol â rheoliad 5;
- (i) datganiad i'r perwyl y bydd talu o fewn y cyfnod hwnnw yn rhyddhau'r derbynydd o fod yn agored i gollfarn am y drosedd;
- (j) y canlyniadau os na thelir y gosb cyn i'r cyfnod ar gyfer ei thalu ddod i ben; a
- (k) ar ba seiliau y caniateir tynnu'r hysbysiad yn ôl.

#### *Y gosb*

#### **Swm y gosb**

4. Dyma swm y gosb sydd i'w dalu—

- (a) £60, pan fo'r swm yn cael ei dalu cyn pen 28 o ddiwrnodau ar ôl cael yr hysbysiad cosb; neu
- (b) £120, pan na fo paragraff (a) yn gymwys ond pan fo'r swm yn cael ei dalu cyn pen 42 o ddiwrnodau ar ôl cael yr hysbysiad cosb.

#### **Y cyfnod ar gyfer talu'r gosb**

5. Cyn pen 42 o ddiwrnodau ar ôl cael yr hysbysiad cosb yw'r amser erbyn pryd y mae'r gosb i'w thalu(1).

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(1) Os telir y gosb o fewn y cyfnod hwn, ni ellir collfarnu'r derbynydd o'r drosedd o dan adran 444A(4) o Ddeddf Addysg 1996 (p.56) y mae'r hysbysiad yn ymwneud â hi.

(bb) the place where the alternative educational provision is provided for the child or at which the child is required to attend,

as the case may be;

- (c) the name and official particulars of the authorised officer issuing the notice;
- (d) the period during which the offence was committed in the case of an offence under section 444 of the 1996 Act, and the date of the issue of the notice;
- (e) the amount of the penalty which is to be paid, if it is paid within 28 days in accordance with regulation 4, and the amount in accordance with that regulation if it is not paid within that period but is paid within 42 days;
- (f) the name and the address of the local authority to which the penalty is to be paid in accordance with regulation 6 and to which any correspondence relation to the penalty notice may be sent;
- (g) the method or methods by which payment of the penalty may be made;
- (h) the period for paying the penalty, in accordance with regulation 5;
- (i) a statement that payment within that period will discharge any liability of the recipient for the offence;
- (j) the consequences of the penalty not being paid before the expiration of the period for paying it; and
- (k) the grounds on which the notice may be withdrawn.

#### *The penalty*

#### **Amount of penalty**

4. The amount of the penalty to be paid is—

- (a) £60, where the amount is paid within 28 days of receipt of the penalty notice; or
- (b) £120, where paragraph (a) does not apply but where the amount is paid within 42 days of receipt of the penalty notice.

#### **Period for payment of the penalty**

5. The time by which the penalty is to be paid(1) is within 42 days of receipt of the penalty notice.

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(1) If the penalty is paid within this period, the recipient cannot be convicted of the offence under section 444A(4) of the Education Act 1996 (e.56), to which the notice relates.

## Talu'r gosb

6.—(1) Mae'r gosb yn daladwy i'r canlynol—

- (a) yr awdurdod lleol y mae plentyn y derbynnydd yn ddisgybl cofrestredig mewn ysgol a leolir yn ei ardal;
- (b) yr awdurdod lleol y mae'r plentyn yn preswyllo yn ei ardal, pan na fo'r plentyn, ar yr adeg y rhoddir yr hysbysiad cosb, yn ddisgybl cofrestredig mewn unrhyw ysgol, p'un a yw hynny oherwydd gwaharddiad parhaol neu fel arall.

(2) Mae tystysgrif yr honnir ei bod wedi ei llofnodi gan swyddog priodol awdurdod lleol i'r perwyl bod derbynnydd hysbysiad cosb wedi talu neu nad yw wedi talu'r swm sy'n ddyledus ganddo ar y dyddiad a nodir ar y dystysgrif neu cyn y dyddiad hwnnw, yn dderbyniol fel tystiolaeth mewn achosion cyfreithiol ac yn dystiolaeth o'r materion sydd wedi eu nodi arni.

*Effaith yr hysbysiad cosb*

## Y cyfnod lle na chaniateir cychwyn achosion

7.42 o ddiwrnodau yw'r cyfnod a ragnodir at ddibenion adran 444A(3) o Ddeddf 1996 gan ddechrau ar y dyddiad y mae'r derbynnydd yn cael yr hysbysiad cosb.

*Tynnu'n ôl*

## Tynnu hysbysiad cosb yn ôl

8.—(1) Caiff yr awdurdod lleol a enwir yn yr hysbysiad fel yr awdurdod y mae'r taliad i gael ei wneud iddo, dynnu'r hysbysiad cosb yn ôl mewn unrhyw achos pan fo—

- (a) yr awdurdod hwnnw yn penderfynu—
  - (i) na ddylai fod wedi ei ddyroddi; neu
  - (ii) na ddylai fod wedi ei ddyroddi i'r person a enwyd fel derbynnydd; neu
- (b) yn ymddangos i'r awdurdod bod yr hysbysiad yn cynnwys gwallau perthnasol.

(2) Caniateir i hysbysiad cosb gael ei dynnu'n ôl yn unol â pharagraff (1) p'un a yw'r cyfnod ar gyfer talu, y cyfeirir ato yn yr hysbysiad yn unol â rheoliad 3(h), wedi dod i ben ai peidio, a ph'un a yw'r gosb wedi ei thalu ai peidio.

(3) Pan fo hysbysiad cosb wedi ei dynnu'n ôl yn unol â pharagraff (1)—

- (a) rhaid i hysbysiad o'r ffaith ei fod wedi ei dynnu'n ôl gael ei roi i'r derbynnydd; a
- (b) rhaid i unrhyw swm a dalwyd fel cosb yn unol â'r hysbysiad hwnnw gael ei dalu'n ôl i'r person a'i talodd.

## Payment of penalty

6.—(1) The penalty is payable to—

- (a) the local authority in whose area the school at which the recipient's child is a registered pupil is situated;
- (b) where the child is not, at the time of giving the penalty notice, a registered pupil at any school, whether due to permanent exclusion or otherwise, the local authority in whose area the child resides.

(2) A certificate purporting to be signed by the proper officer of a local authority to the effect that the recipient of a penalty notice has or has not paid the amount due on or before a date stated in the certificate is admissible in evidence in any legal proceedings and is evidence of the matters stated in it.

*Effect of penalty notice*

## Period during which proceedings may not be instituted

7. The period prescribed for the purposes of section 444A(3) of the 1996 Act is 42 days beginning with the date on which the recipient receives the penalty notice.

*Withdrawal*

## Withdrawal of penalty notice

8.—(1) A penalty notice may be withdrawn by the local authority named in the notice as the authority to which payment is to be made in any case in which—

- (a) that authority determines that—
  - (i) it ought not to have been issued; or
  - (ii) it ought not to have been issued to the person named as the recipient; or
- (b) it appears to the authority that the notice contains material errors.

(2) A penalty notice may be withdrawn in accordance with paragraph (1) whether or not the period for payment referred to in the notice pursuant to regulation 3(h) has expired, and whether or not the penalty has been paid.

(3) Where a penalty notice has been withdrawn in accordance with paragraph (1)—

- (a) notice of the withdrawal must be given to the recipient; and
- (b) any amount paid by way of penalty in pursuance of that notice must be repaid to the person who paid it.



(4) Ac eithrio fel a ddarperir ym mharagraff (5), ni chaniateir cychwyn achos, ac ni chaniateir parhau ag achos yn erbyn y derbynydd am y drosedd y mae'r hysbysiad cosb a gafodd ei ddyroddi ac a gafodd ei dynnu'n ôl yn ymwneud â hi, neu, pan fo'r hysbysiad cosb yn ymwneud â throedd o dan is-adran (1) o adran 444 o Ddeddf 1996, am drosedd o dan is-adran (1A) sy'n codi o'r un amgylchiadau.

(5) Ond pan fo hysbysiad cosb wedi ei ddyroddi, a'i dynnu'n ôl yn unol â pharagraff (1)(b), caniateir i achos barhau neu gychwyn—

- (a) am y drosedd yr oedd yr hysbysiad cosb a ddyroddwyd yn ymwneud â hi; neu
- (b) pan fo'r hysbysiad cosb yn ymwneud â throedd o dan is-adran (1) o adran 444 o Ddeddf 1996, am drosedd o dan is-adran (1A) o'r adran honno sy'n codi o'r un amgylchiadau â'r drosedd a grybwyllwyd gyntaf,

os bodlonir y ddwy amod a ganlyn—

- (i) dyroddwyd hysbysiad cosb pellach mewn cysylltiad â'r drosedd, neu, yn achos is-baragraff (b), y drosedd a grybwyllwyd gyntaf, ar yr un adeg â thynnu'r hysbysiad cosb cyntaf yn ôl; a
- (ii) ni thalwyd y gosb yn unol â'r hysbysiad cosb pellach hwnnw yn unol â gofynion y Rheoliadau hyn.

### **Peidio â thalu'r gosb**

9. Rhaid i'r awdurdod dynnu'r hysbysiad cosb yn ôl pan na fo—

- (a) y gosb wedi ei thalu'n llawn cyn i'r cyfnod i'w thalu ddod i ben; a
- (b) yr awdurdod lleol a enwir yn yr hysbysiad yn unol â rheoliad 3(f) wedi cychwyn achos yn erbyn y derbynydd am y drosedd y mae'r hysbysiad yn ymwneud â hi, nac yn ystyried achos o'r fath.

*Dyroddi hysbysiadau cosb*

### **Awdurdod i ddyroddi hysbysiadau cosb**

10.—(1) Caiff pennaeth awdurdodi dirprwy bennaeth neu bennaeth cynorthwyol i ddyroddi hysbysiadau cosb.

(2) Ond ni chaiff pennaeth awdurdodi unrhyw aelod arall o staff i ddyroddi hysbysiadau cosb.

(4) Except as provided in paragraph (5), no proceedings may be continued or instituted against the recipient for the offence in connection with which the withdrawn penalty notice was issued, or, where the penalty notice related to an offence under subsection (1) of section 444 of the 1996 Act, for an offence under subsection (1A) arising out of the same circumstances.

(5) But where a penalty notice was issued, and was withdrawn pursuant to paragraph (1)(b), proceedings may be continued or instituted—

- (a) for the offence in connection with which that penalty notice was issued; or
- (b) where the penalty notice related to an offence under subsection (1) of section 444 of the 1996 Act, for an offence under subsection (1A) of that section arising out of the same circumstances as the first mentioned offence,

if both of the following conditions are met—

- (i) a further penalty notice in respect of the offence, or in the case of sub-paragraph (b), the first mentioned offence, was issued at the same time as the first penalty notice was withdrawn; and
- (ii) the penalty has not been paid pursuant to that further penalty notice in accordance with the requirements of these Regulations.

### **Non payment of the penalty**

9. The authority must withdraw the penalty notice where—

- (a) the penalty is not paid in full before the expiry of the period for paying it; and
- (b) the local authority named in the notice pursuant to regulation 3(f) has neither instituted proceedings against the recipient for the offence to which the notice relates, nor is contemplating such proceedings.

*Issue of penalty notices*

### **Authority to issue penalty notices**

10.—(1) A head teacher may authorise a deputy or assistant head teacher to issue penalty notices.

(2) But a head teacher may not authorise any other member of staff to issue penalty notices.

## **Cyfyngiad ar ddyroddi hysbysiadau cosb gan ysgolion**

11. Dim ond mewn cysylltiad â phlentyn sy'n ddisgybl cofrestredig yn yr ysgol lle y mae'n gweithio y caiff pennaeth neu ddirprwy bennaeth neu bennaeth cynorthwyol, yn ôl y digwydd, ddyroddi hysbysiad cosb.

## **Cyfyngiad ar ddyroddi hysbysiadau cosb gan awdurdodau lleol**

12.—(1) Yn ddarostyngedig i baragraff (2), ni chaiff swyddog awdurdod lleol ddyroddi hysbysiad cosb mewn cysylltiad â phlentyn, ac eithrio—

- (a) plentyn sy'n ddisgybl cofrestredig mewn ysgol yn ardal yr awdurdod hwnnw;
- (b) plentyn y mae'r awdurdod hwnnw wedi gwneud trefniadau darpariaeth addysgol amgen ar ei gyfer (p'un ai yn ardal yr awdurdod hwnnw ai peidio); neu
- (c) plentyn, ar yr adeg y rhoddir yr hysbysiad, nad yw'n ddisgybl cofrestredig mewn unrhyw ysgol (p'un a yw hynny oherwydd gwaharddiad parhaol neu fel arall) ond sy'n preswyllo yn ardal yr awdurdod hwnnw.

(2) Pan fo awdurdod lleol wedi gwneud cytundeb ag awdurdod lleol arall i swyddog yr awdurdod arall hwnnw ddyroddi hysbysiadau cosb mewn cysylltiad â phlentyn y mae paragraff (1)(a) neu (b) yn gymwys iddo, caiff swyddog o'r awdurdod arall hwnnw ddyroddi hysbysiad cosb mewn cysylltiad â'r plentyn hwnnw.

## **Nifer o hysbysiadau cosb mewn cysylltiad â'r un drosedd**

13. Pan fo mwy nag un person yn agored i gollfarn am drosedd, caniateir dyroddi hysbysiad cosb ar wahân i bob person.

### *Codau ymddygiad*

## **Y gofyniad i lunio cod ymddygiad**

14. Rhaid i bob awdurdod lleol lunio cod ymddygiad sy'n nodi mesurau i sicrhau cysondeb wrth ddyroddi hysbysiadau cosb, gan gynnwys—

- (a) dull i osgoi dyroddi hysbysiadau cosb dyblyg;
- (b) mesurau i sicrhau na ddyroddir hysbysiad cosb mewn cysylltiad â throsedd pan fo achos am y drosedd honno o dan adran 444 o Ddeddf 1996 (neu drosedd o dan is-adran (1A) o'r adran honno sy'n codi o'r un amgylchiadau) yn ôl y digwydd o dan ystyriaeth gan yr awdurdod lleol neu wedi ei gychwyn ganddo;

## **Limitation on schools issuing penalty notices**

11. A head teacher or deputy or assistant head teacher may only issue a penalty notice in respect of a child who is a registered pupil at the school at which that head teacher, or deputy or assistant head teacher, as the case may be, works.

## **Limitation on local authorities, issuing penalty notices**

12.—(1) Subject to paragraph (2), an officer of a local authority may only issue a penalty notice in respect of a child—

- (a) who is a registered pupil at a school in the area of that authority;
- (b) for whom that authority has made arrangements for alternative educational provision (whether or not in the area of that authority); or
- (c) who is not, at the time the notice is given, a registered pupil at any school (whether due to permanent exclusion or otherwise) but resides in the area of that authority.

(2) Where a local authority has entered into an agreement with another local authority for an officer of that other authority to issue penalty notices in respect of a child to which paragraph (1)(a) or (b) applies, an officer of that other authority may issue a penalty notice in respect of such child.

## **Several penalty notices in respect of the same offence**

13. Where there is more than one person liable for the offence, a separate penalty notice may be issued to each person.

### *Codes of conduct*

## **Requirement to draw up code of conduct**

14. Each local authority must draw up a code of conduct which sets out measures to ensure consistency in the issuing of penalty notices, including—

- (a) means of avoiding the issue of duplicate penalty notices;
- (b) measures to ensure that a penalty notice is not issued in respect of an offence when proceedings for that offence under section 444 of the 1996 Act (or an offence under subsection (1A) of that section arising out of the same circumstances) as the case may be, are contemplated or have been commenced by the local authority;



- (c) yr adegau pan fydd yn briodol ddyroddi hysbysiad cosb ar gyfer trosedd;
- (d) y nifer uchaf o hysbysiadau cosb y caniateir eu dyroddi i un rhiant mewn unrhyw gyfnod o ddeuddeng mis; a
- (e) trefniadau ar gyfer cydgysylltu rhwng yr awdurdod lleol, yr awdurdodau lleol cyfagos lle y bo'n briodol, yr heddlu a swyddogion awdurdodedig(1).

- (c) the occasions when it will be appropriate to issue a penalty notice for an offence;
- (d) a maximum number of penalty notices that may be issued to one parent in any twelve month period; and
- (e) arrangements for co-ordination between the local authority, neighbouring local authorities where appropriate, the police and authorised officers(1).

### Ymgynghori ar y cod ymddygiad

15.—(1) Wrth lunio cod ymddygiad rhaid i'r awdurdod lleol ymgynghori â chyrff llywodraethu, penaethiaid a phrif swyddog yr heddlu ar gyfer yr ardal heddlu sy'n cynnwys y cyfan o ardal yr awdurdod lleol, neu ran ohoni.

(2) Yn y rheoliad hwn—

ystyr “ardal heddlu” yw ardal heddlu a ddarperir ar ei chyfer gan adran 1 o Ddeddf yr Heddlu 1996(2); mae i “prif swyddog yr heddlu” yr ystyr a roddir i “chief officer of police” gan adran 101(1) o'r Ddeddf honno.

### Consultation on the code of conduct

15.—(1) In preparing the code of conduct the local authority must consult governing bodies, head teachers and the chief officer of police for a police area which includes all or part of the area of the local authority.

(2) In this regulation—

“chief officer of police” has the meaning given by section 101(1) of the Police Act 1996(2); “police area” means a police area provided for by section 1 of that Act.

### Cydymffurfio â'r cod ymddygiad

16. Rhaid i unrhyw berson sy'n dyroddi hysbysiad cosb wneud hynny yn unol â'r cod ymddygiad.

*Gwybodaeth*

### Compliance with the code of conduct

16. Any person issuing a penalty notice must do so in accordance with the code of conduct.

*Information*

### Copi o hysbysiad cosb i'w roi i awdurdod lleol

17. Rhaid i berson sy'n dyroddi hysbysiad cosb (heb oedi) ddarparu copi i'r awdurdod lleol a enwir yn yr hysbysiad fel yr awdurdod y mae'r taliad i gael ei wneud iddo yn unol â rheoliad 3(f).

### Copy of the penalty notice to be supplied to the local authority

17. A person issuing a penalty notice must (without delay) provide a copy to the local authority which is named in the notice as the authority to which payment is to be made pursuant to regulation 3(f).

### Cofnodion

18. Rhaid i awdurdod lleol gadw cofnodion am hysbysiadau cosb, a rhaid iddynt gynnwys y canlynol—

- (a) copi o bob hysbysiad a ddyroddir;
- (b) cofnod o'r holl daliadau a wnaed, a'r dyddiadau y'u gwnaed;

### Records

18. A local authority must keep records of penalty notices which must include—

- (a) a copy of each notice issued;
- (b) a record of all payments made and on what dates;

(1) Mae “authorised officer” wedi ei ddiffinio yn adran 444B(4) o Ddeddf Addysg 1996 (p.56) mewn perthynas â hysbysiadau cosb o dan adran 444A o'r Ddeddf honno.  
 (2) 1996 p.16, y mae diwygiadau iddi nad ydynt yn berthnasol i'r Rheoliadau hyn.

(1) “Authorised officer” is defined in section 444B(4) of the Education Act 1996 (c.56) in relation to penalty notices under section 444A of that Act.  
 (2) 1996 c.16, to which there are amendments not relevant to these Regulations.

- (c) p'un a dynnwyd yr hysbysiad yn ôl ai peidio, ac ar ba sail; a
- (d) p'un a erlynwyd y derbynnydd am y drosedd y dyroddwyd yr hysbysiad amdani ai peidio (neu, pan fo'r hysbysiad yn ymwneud â throsedd o dan is-adran (1) o adran 444 o Ddeddf 1996, am drosedd o dan is-adran (1A) sy'n codi o'r un amgylchiadau).

- (c) whether the notice was withdrawn and on what grounds; and
- (d) whether the recipient was prosecuted for the offence for which the notice was issued (or, where the notice related to an offence under subsection (1) of section 444 of the 1996 Act, for an offence under subsection (1A) arising out of the same circumstances).

## Gwybodaeth i Weinidogion Cymru

19. Rhaid i awdurdod lleol roi i Weinidogion Cymru unrhyw wybodaeth y mae ei hangen arnynt mewn cysylltiad â hysbysiadau cosb.

*Darpariaethau terfynol*

## Cyflwyno hysbysiadau

20.—(1) Pan fo hysbysiad cosb wedi ei gyflwyno drwy'r post dosbarth cyntaf(1) bernir bod y cyflwyno wedi cael effaith, oni phrofir i'r gwrthwyneb, ar yr ail ddiwrnod gwaith ar ôl i'r hysbysiad gael ei bostio.

(2) Yn y rheoliad hwn ystyr “diwrnod gwaith” yw diwrnod ac eithrio dydd Sadwrn, dydd Sul, dydd Nadolig, dydd Gwener y Groglith neu ddiwrnod sy'n wyl banc o fewn ystyr Deddf Bancio a Thrafodion Ariannol 1971(2).

## Symiau y mae awdurdodau lleol yn eu cael

21.—(1) Swyddogaethau awdurdod lleol a bennir at ddibenion adran 444A(6)(a) o Ddeddf 1996 yw dyroddi a gorfodi hysbysiadau cosb, ac erlyn y derbynwyr hynny nad ydynt yn talu.

(2) I'r graddau nad yw'r symiau a gaiff awdurdod lleol yn cael eu defnyddio at ddibenion y swyddogaethau a bennir ym mharagraff (1), rhaid iddynt gael eu talu i Weinidogion Cymru.

## Information to the Welsh Ministers

19. A local authority must supply to the Welsh Ministers such information as they may require in respect of penalty notices.

*Final provisions*

## Service of notices

20.—(1) Where the penalty notice is served by first class post(1), service is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice.

(2) In this regulation “working day” means a day other than a Saturday, a Sunday, Christmas Day, Good Friday, or a day which is a bank holiday within the meaning of the Banking and Financial Dealings Act 1971(2).

## Sums received by local authorities

21.—(1) The functions of a local authority specified for the purposes of section 444A(6)(a) of the 1996 Act are issuing and enforcing penalty notices, and prosecuting recipients who do not pay.

(2) To the extent that sums received by a local authority are not used for the purposes of the functions specified in paragraph (1), they must be paid to the Welsh Ministers.

*Carwyn Jones*

Prif Weinidog Cymru

First Minister of Wales

7 Awst 2013

7 August 2013

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(1) Mae adran 572 o Ddeddf Addysg 1996 yn gwneud darpariaeth ar gyfer cyflwyno hysbysiadau.  
(2) 1971 p.80.

(1) Section 572 of the Education Act 1996 makes provision for the service of notices.  
(2) 1971 c.80.



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