



Cais am Absenoldeb yn ystod y Tymor



Mae'n ofyniad cyfreithiol ar Rieni/Ofalwyr i gael caniatad y Pennaeth cyn tynnu eu plant o'r Ysgol. Nid oes rhaid i benaethiaid awdurdodi absenoldeb neu wyliau. Bydd yr ysgol yn awdurdodi absenoldeb (heb fod yn salwch) mewn amgylchiadau arbennig ney eithradol yn unig. Dylai rhiwnei lenwi'r ffurflen hon o leiaf 3 wythnos cyn i'r absenoldeb arfaethedig.

Gall absenoldeb heb awdurdod arwain at gyhoeddi Hysbysiad Cosb. £60 yw'r ddirwy os telir o fewn 28 diwrnod neu £120 o fewn 42 diwrnod.

ADRAN RHIENI:

Enw'r disgybl/ion:	Dosbarth:	
Diwrnod cyntaf yr absenoldeb:	Nifer o ddiwrnodau'r cais:	
Diwrnod ola'r absenoldeb:	Nifer o ddiwrnodau absenoldeb a gofynwyd eisioe flywyddyn academiaidd hon:	
Rhowch esboniad llawn pam y dylai'r absenoldeb hwn gael ei gymeradwyo, gan gynnwys pam yr ydych yn ystyried yr angen i fod yn amgylchiad eithriadol:		
Yr wyd yn ymwybodol y gall y Swyddog Lles yr Awdurdod Lleol gysylltu a mi os ystyrir absenoldeb fy mhlentyn/plant yn ormodol.		
Llofnod (Rhiant) _____ Dyddiad: _____		

ADRAN YSGOL:

Enw'r Plentyn:	Canran presenoldeb y 12 mis diwethaf:	Canran presenoldeb cyfredol:	Nifer o ddiwrodau blaenorol wedi'u hawdurdodi	Nifer o ddiwrodau bleanorol anawdurdidedig

Mae'ch cais am absenoldeb yn ystod y tymor wedi ei ystyried ac fe'l cofnodir fel a ganlyn:

Absenoldeb gydag Awdurdod

Absenoldeb heb Awdurdod gan nad yw'n perthyn i gategory yr ydym yn gallu awdurdodi.

Sylwadau'r Pennaeth:

Llofnod: _____ Dyddiad _____



Request for Absence During Term Time



It is a legal requirement for Parents/Carers to obtain permission of the Head Teacher before removing their child from school. Head Teachers **are not** obliged to authorise absences or holidays. School will only authorise absence (non-sickness) in special or exceptional circumstances. Parents should complete this form at least 3 weeks before the proposed absence.

Unauthorised leave may result in the issue of a Penalty Notice. The fine is £60 if paid within 28 days or £120 within 42 days.

PARENTS SECTION:

Name of Pupil/s:	Class:	
Proposed first day of absence:	Total number of school days requested:	
Proposed last day of absence:	Number of days absence already recorded this Academic Year:	
Please give a full explanation of why this absence should be approved including why you consider the need to be an exceptional circumstance:		
I am aware that I may be contacted by the Local Authority Welfare Officer if my child/children's absence is considered excessive.		
Llofnod (Rhiant) _____ Dyddiad: _____		

SCHOOL SECTION:

Child's Name:	Percentage attendance for the last 12 months:	Current Percentage attendance:	Number of previous days authorised:	Number of previous days unauthorised:

Your request for absence during term time has been considered and will be:

Authorised

Unauthorised as it does not fall into a category we are able to authorise.

Head Teachers comments:

Signed: _____ Date: _____