

Cais am Absenoldeb yn ystod y Tymor



Mae'n ofyniad cyfreithiol ar rieni / ofalwyr i gael caniatâd 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 neu eithriadol yn unig. Dylai rhieni lenwi'r ffurflen hon o leiaf 3 wythnos cyn i'r absenoldeb arfaethedig.

Gall absenoldeb heb awdurdod arwain at Hysbysiad Cosb. £120 yw'r ddirwy, oni bai eich bod yn talu o fewn 28 diwrnod, pan fydd y ddirwy'n £60. Os na fyddwch yn talu y ddirwy yn llawn erbyn y 43ydd diwrnod, cymerir camau cyfreithiol. Mae dirwyon hyd at £900 wedi'u cyflwyno am beidio â thalu'r Hysbysuadau Cosb Benodedig.

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 gofnodwyd eisioe flwyddyn academaidd 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:		
<i>Yr wyf yn ymwybodol y gall y Swyddog Lles yr Awdurdod Lleol gysylltu â mi os ystyrir absenoldeb fy mhientyn/plant yn ormodol.</i>		
Llofnod (Rhiant) _____ Dyddiad: _____		

ADRAN YSGOL:

Canran presenoldeb llynedd	Canran presenoldeb cyfredol	Nifer o ddiwrnodau blaenorol wedi'u hawdurdodi	Nifer o ddiwrnodau blaenorol anawdurdodedig
A fydd yr absenoldeb yn digwydd yn ystod profion (mis Mai)? Bydd / Na fydd			

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

Absenoldeb **gydag** Awdurdod

Absenoldeb **heb** Awdurdod gan nad yw'n perthyn i gategori 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 the permission of the Headteacher before removing their child from school. Headteachers 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 £120 unless paid within 28 days when it is £60. If the penalty is not paid in full by the 43rd day, this will result in legal action. Fines of up to **£900** have been issued for the non-payment of FPNs.

PARENT 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>I am aware that I may be contacted by the Local Authority Welfare Officer if my child/children's absence is considered excessive.</i> Signed (Parent) _____ Date: _____		

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**SCHOOL SECTION:**

| Last year's percentage attendance                   | Current percentage attendance | Number of previous days authorised | Number of previous days unauthorised |
|-----------------------------------------------------|-------------------------------|------------------------------------|--------------------------------------|
|                                                     |                               |                                    |                                      |
|                                                     |                               |                                    |                                      |
| Will the absence occur during tests (May)? YES / NO |                               |                                    |                                      |

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

Authorised

Unauthorised

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

Headteachers's comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_