



YSGOL MORFA RHIANEDD

Ffordd Cwm, Llandudno, Conwy, LL30 1EG Tel: 01492 577150



pennaeth@mrhianedd.conwy.sch.uk

@MorfaRhianedd

Ffurflen Gais am Absenoldeb

Os ydych yn ystyried gwneud cais am absenoldeb yn ystod y tymor cofiwch:

- Nid oes gan rieni hawl awtomatig i dynnu plentyn o'r ysgol ar gyfer gwyliau, rhaid i chi wneud cais am ganiatâd ymlaen llaw i'r ysgol.
- Bydd absenoldebau nad ydynt wedi cael cytundeb yn cael eu marcio fel absenoldeb heb awdurdod
- **Yn dilyn 3+ diwrnod o absenoldeb heb awdurdod**, gall rhieni gael gwahoddiad i ddod i gyfarfod yn yr ysgol i lunio Cynllun Cefnogi Presenoldeb, gyda'r nod o atal absenoldeb pellach heb awdurdod.

Enw'r Disgybl:..... Dosbarth:

Hoffwn ofyn am ganiatâd i'r disgybl uchod fod yn absennol am y cyfnod:

Nifer y diwrnodau **ysgol** y bydd yn absennol:

Rheswm dros y cais am absenoldeb yn ystod y tymor:.....

.....

Bydd y disgybl uchod yn dychwelyd i'r ysgol ar:

Llofnod y Rhiant/Gwarcheidwad:..... Dyddiad:.....

Ymateb yr Ysgol

Annwyl Riant

Rwyf wedi derbyn y cais uchod am wyliau yn ystod y tymor.

Mae'n rhaid i mi roi fy mhrif ystyriaeth i ddatblygiad addysgol disgyblion unigol. Nid yw ceisiadau am absenoldeb yn ystod y tymor yn cael eu hystyried ar chwarae bach. Wrth wneud penderfyniadau, rwy'n ystyried y lefel presenoldeb cyffredinol, cyrhaeddiad academiaidd a'r effaith y gall unrhyw wyliau ei gael ar asesiadau a phroffion cenedlaethol. Caiff pob cais ei ystyried yn unigol.

Os byddwch yn parhau i dynnu eich plentyn o'r ysgol heb awdurdod, efallai y byddwch yn wynebu Rhybudd / Hysbysiad Cosb Benodedig.

Ar yr achlysur hwn, mae'r caniatâd y gofynnwyd amdano am absenoldeb o'r ysgol yn:

Awdurdodedig / Anawdurdodedig

Llofnod y Pennaeth:

Dyddiad:.....

Nodyn yr Ysgol: Dylid dychwelyd copi o'r ffurflen hon i rieni a rhaid cadw'r ffurflen wreiddiol ar gofnod.

2018-2019





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Holiday Request Form

If considering requesting term time leave please remember:

- Parents do not have an automatic right to withdraw a child from school for a holiday you must apply for permission in advance to the school.
- Absences which have not been agreed will be marked as unauthorised absence
- **Following 3+ days of unauthorised absence** parents may be invited to attend a meeting in school to put together an Attendance Support Plan, with the aim to prevent further unauthorised absences.
- A Fixed Penalty Notice Warning letter may be issued at 5 days unauthorised absence, with the Fixed Penalty Notice being issued at 10 days unauthorised absence.

Pupil Name:..... Class:

I would like to request permission for leave for the above pupil for the period:

Number of **school** days absent:

Reason for absence during term time:.....
.....

The above pupil will return to school on:

Signature of Parent/carer:..... Date:.....

School Response

Dear Parent

I have received the above request for term time leave.

My primary concern has to be the educational development of individual pupils. Requests for term time leave are never taken lightly. In taking decisions I consider the overall level of attendance, academic attainment and the impact any leave may have on assessments and national tests. Each application will be considered individually.

If you proceed to take your child out of school without authorisation you may incur a Fixed Penalty Warning/Notice.

On this occasion the requested permission for absence from school is:

Authorised / Unauthorised

Signature of Head teacher: **Date:**.....

School Note: A copy of this form should be returned to parents and the original form must be kept on record.

2018-2019

