



## Ffurflen Gais Absenoldeb

Mae Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 yn rhoi grym i ysgolion ganiatáu absenoldeb at ddiben gwyliau teuluol blynyddol yn ystod y tymor. Nid oes gan rieni hawl awtomatig i dynnu disgyblion o'r ysgol ar gyfer gwyliau ac, yn ôl y gyfraith, mae'n rhaid iddynt gael caniatâd ymlaen llaw

Fframwaith Presenoldeb ar gyfer Cymru Gyfan (2011)

### Adran A

I'w gwblhau gan y Rhiant/Gofalwr o leiaf 2 wythnos ymlaen

Enw Plentyn / Plant	Blwyddyn	Athro / Athrawes dosbarth	Rhif ffôn symudol
1.			
2.			
3.			
4.			

Dyddiadau absenoldeb:

O: \_\_\_\_\_ i: \_\_\_\_\_

Cyrchfan: \_\_\_\_\_

(Mae hyn am resymau amddiffyn plant gan sicrhau bod ein plant i gyd yn cael eu diogelu)

### **Datganiad:**

Rwy'n deall y gall y cais absenoldeb hwn gael ei awdurdodi neu heb ei awdurdodi, a bydd y pennaeth yn defnyddio ei ddisgresiwn wrth wneud y penderfyniad ar sail amgylchiadau fy mhentyn. Os na fydd y pennaeth yn awdurdodi'r absenoldeb hwn, gall hyn arwain at gais am Rybudd Cosb Benodedig i Brif Swyddog yr Awdurdod Lleol o EWO a fydd yn cael ei benderfynu yn unol â pholisi presenoldeb yr ysgol. (Gofynnwch am gopi yn yr ysgol neu dewch o hyd i un ar wefan yr ysgol)

**'Ni ddylai rhieni ddisgwyl, neu gael eu harwain i ddisgwyl, y bydd ysgolion yn cytuno i wyliau teuluol yn ystod y tymor ysgol.'**

Fframwaith Presenoldeb ar gyfer Cymru Gyfan (2011)

Rhiant/Gofalwr: \_\_\_\_\_

Perthynas â Phlentyn: \_\_\_\_\_

Dyddiad: \_\_\_\_\_



## Adran B

I'w gwblhau gan yr ysgol.

### **Rhesymau am ddad-awdurdodi**

Rheswm am dad-awdurdodi	Tick - berthnasol
1. Nifer absenoldebau'r flwyddyn academaidd hon yn ôl Gwyliau	
2. Arall	

Esboniad am y rheswm bod yn arall:

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### **Rhesymau am awdurdodi**

Rheswm am awdurdodi	Tick - applicable
1. Caniateir llai na 10 diwrnod yn ôl Gwyliau hyd hyn	
2. Rhesymau tosturiol / personol	
3. Plant Milwyr	
4. Arall	

Esboniad am y rheswm bod yn arall:

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### **Cyfanswm y sesiynau/diwrnodau wedi'u hawdurdodi/heb awdurdodotal**

	<b>Diwrnodau</b>
Cyfanswm Awdurdodedig	
Cyfanswm heb awdurdod	
Cyfanswm nifer y sesiynau / Cyfanswm nifer y dyddiau y gofynnwyd amdanynt	

Dw'i, fel pennaeth, awdurdodi'r/heb awdurdodi'r y cais absenoldeb canlynol am y rhesymau a nodir uchod.

Gweler y dystysgrif cofrestru presenoldeb ynghlwm.

Llofnodi: \_\_\_\_\_  
Pennaeth

Bydd copi yn cael ei gadw ar y ffeil ar gyfer ein cofnodion.



**Absence Request Form**

***The Education (Pupil Registration) (Wales) Regulations 2010 give schools discretionary power to grant leave for the purpose of an annual family holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, must apply for permission in advance.***

***All Wales Attendance Framework (2011)***

**Section A**

To be completed by the Parent/Carer at least 2 weeks in advance.

Name(s) of Child(ren)	Year Group	Class Teacher	Mobile Contact Telephone Number
1.			
2.			
3.			
4.			

Absence dates:

From: \_\_\_\_\_ to: \_\_\_\_\_

Destination: \_\_\_\_\_

(NB – This is for child protection reasons ensuring all our children are safeguarded)

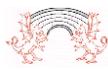
**Declaration:**

I understand that this absence request may be authorised or not authorised, and the headteacher will use her discretion in making the decision based on my child’s circumstances. If the headteacher does not authorise this absence, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the school’s attendance policy. (Please ask for a copy at school or find one on the school’s website)

**‘Parents should not expect, or be led to expect, that schools will agree to family holidays during term time.’**

***All Wales Attendance Framework (2011)***

Parent/Carer: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Date: \_\_\_\_\_



**Section B**

To be completed by school.

**Reasons for unauthorising**

Reason for Unauthorising	Tick - applicable
1. Number of absences due to Holidays this academic year	
2. Other	

Explanation for the reason being other:

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**Reasons for authorising**

Reason for authorising	Tick - applicable
1. Less than 10 days due to Holiday previously granted	
2. Compassionate / Personal reasons	
3. Service Children	
4. Other	

Explanation for the reason being other:

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**Total amount of days authorised/unauthorised**

	Days
Total Authorised	
Total Unauthorised	
Total Number of Sessions / Days Requested	

I, as headteacher, authorise/unauthorise (\* delete) the following absence request for the reasons specified above.

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

Headteacher

A copy will be retained on file for our records.