



Cais am Absenoldeb yn ystod Tymor Ysgol

Rhieni sy'n dymuno gwneud cais am absenoldeb yn ystod y tymor ysgol, sylwch:

- Nid oes hawl awtomatig iâr gyfer unrhyw absenoldeb yn ystod y tymor felly mae'n rhaid i rieni ofyn am ganiatâd yr ysgol cyn cymryd eu plentyn allan o'r ysgol.
- Bydd yr ysgol ond yn awdurdodi'r absenoldeb os oes rhesymau eithriadol dros gymryd yr absenoldeb yn ystod y tymor.
- Bydd yr ysgol yn gofyn i rieni lenwi ffurflen gais am absenoldeb cyn trefnu unrhyw wyliau a/neu fynychu cyfarfod yn yr ysgol.
- Wrth ystyried cais am wyliau yn ystod y tymor mae'r canlynol yn cael eu hystyried - yr amgylchiadau eithriadol a nodwyd; oedran y plentyn; cam addysg a chynnydd y plentyn ac effeithiau'r absenoldeb y gofynnwyd amdano ar y ddwy elfen; patrwm presenoldeb cyffredinol y plentyn; amser o'r flwyddyn (ni roddir absenoldeb i ddisgyblion ar gyrsiau arholiad fel arfer);
- Efallai y bydd adegau pan na fydd ysgol eich plentyn yn cytuno ar absenoldeb hyd yn oed o dan amgylchiadau eithriadol:
- Bydd Ysgol Uwchradd Aberteifi yn ystyried pob cais am absenoldeb yn unigol.
- Os oes gan rieni blant mewn mwy nag un ysgol, rhaid gwneud cais ar wahân i bob ysgol. Bydd Pennaeth pob ysgol yn gwneud ei benderfyniad ei hun yn seiliedig ar y ffactorau sy'n ymwneud â'r plentyn yn eu hysgol.

Mae angen i rieni ystyried yn ofalus iawn cyn gwneud unrhyw gais am absenoldeb a'r effaith y byddai absenoldeb o'r fath yn ei gael ar addysg a pharhad dysgu eu plentyn.

Rhesymau pam na ddylech fynd â'ch plentyn allan o'r ysgol yn ystod tymor ysgol:

- Mae tystiolaeth yn dangos y gall hyd yn oed amser byr o absenoldeb o'r ysgol effeithio ar gynnydd a chyrhaeddiad eich plentyn.
- Gallai absenoldeb darfu ar addysg eich plentyn cyn ac ar ôl unrhyw absenoldeb, gan beri iddo syrthio ar ei hôl hi a'i chael hi'n anodd dal i fyny.
- Am bob wythnos o'r ysgol mae plentyn yn colli, maent yn colli 25 awr o addysg na ellir eu hadennill.
- Tua phob 6 wythnos mae eich plentyn yn cael gwyliau o'r ysgol, felly dylech ddefnyddio'r amser hwn i fynd â'ch plentyn ar wyliau.



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Llenwch y ffurflen gais isod a'i hanfon at y Pennaeth o leiaf bedair wythnos cyn y dyddiad gadael, er mwyn caniatáu digon o amser i'r cais gael ei ystyried yn briodol. Cynghorir rhieni i beidio cwblhau unrhyw drefniadau gwyliau yn derfynol cyn derbyn penderfyniad yr ysgol dros y cais. Mewn unrhyw achos, rhaid i'r cais gael ei dderbyn gan yr ysgol.

I: **Mr Seamus O'Sullivan**

Dyddiad: _____

Rwy'n gofyn am ganiatâd ar gyfer absenoldeb yn ystod y tymor ysgol ar gyfer fy mhlentyn/plant:

Enw llawn:	
Dyddiad Geni:	
Cyfnod Absennol	
O'r (dyddiad):	
I'r (dyddiad):	
Nifer y diwrnodau ysgol:	
Yn ystod yr absenoldeb, bydd fy mhlentyn yng nghwmni:	Enw rhiant/gwarcheidwad
	Enw rhiant/gwarcheidwad
Yr amgylchiadau eithriadol a'r rheswm dros y cais hwn yw:	

Os oes gennych blant eraill yn y teulu o oedran ysgol, rhowch fanylion os gwelwch yn dda:

Enw	Dyddiad Geni	Ysgol
Enw	Dyddiad Geni	Ysgol



Enw	Dyddiad Geni	Ysgol
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	MANYLION RHINI	
	Rhiant / gwarcheidwad 1	Rhiant/gwarcheidwad 2
Enw'r rhiant/gwarcheidwad:		
Perthynas â'r disgybl:		
Rhif Ffôn Dir		
Ffôn Symudol		
E-bost		

Dychwelwch y ffurflen wedi'i chwblhau i swyddfa'r Ysgol. Bydd Ysgol Uwchradd Aberteifi yn ysgrifennu atoch ac yn eich hysbysu o'r penderfyniad ynghylch a yw eich cais wedi'i awdurdodi ai peidio. Peidiwch â chadarnhau unrhyw drefniadau gwyliau hyd nes y cewch gadarnhad o ganiatâd y Pennaeth ar gyfer yr absenoldeb yn ystod y tymor.

At Ddefnydd y Swyddfa'n Unig	
Dyddiad derbyn y cais gan yr ysgol:	
Presenoldeb presennol %	Absenoldebau heb ganiatâd %
Presenoldeb llynedd %	Absenoldeb heb ganiatâd %
Nifer y sesiynau ysgol a gynhaliwyd yn flaenorol fel absenoldeb yn ystod y tymor:	
Cadarnhad brodyr a chwiorydd mewn ysgolion eraill:	Nac oes / Oes Os oes, pa gamau gweithredu y mae'r ysgolion eraill yn eu cymryd?
Absenoldeb yn ystod tymor ysgol:	Caniatáu neu heb ganiatáu (dilêwch yn briodol) Codio: H - caniatâd gwyliau teuluol (absenoldeb trwy ganiatâd) F - caniatâd ar wyliau teulu estynedig (absenoldeb trwy ganiatâd)



	G – gwyliau teulu (heb ganiatâd neu heb ganiatâd llawn – absenoldeb heb ganiatâd)
Llofnod:	
Teitl y Swydd:	
Dyddiad:	
Hysbysiad y penderfyniad wedi'i ddanfon at riant a'r dyddiad anfon:	
Unrhyw wybodaeth ychwanegol:	



Request for Leave in Term Time from School

Parents wishing to request a leave of absence in school term time please note:

- *There is no automatic entitlement to any leave in term time therefore parents must seek school's permission before taking their child out of school.*
- *School will only authorise the absence if there are exceptional reasons for taking the leave in term time.*
- *School will require parents to fill in a leave request form prior to booking any holiday and/or attend a meeting in school.*
- *When considering a request for holiday during term time the following are taken into consideration - the exceptional circumstances stated; the age of the child; the stage of the child's education and progress and the effects of the requested absence on both elements; the overall attendance pattern of the child; time of year (pupils on examination courses will not normally be granted leave of absence);*
- *there may be occasions where, even in exceptional circumstances, your child's school may not agree leave:*
- *Ysgol Uwchradd Aberteifi School will consider every request for leave individually.*
- *Where parents have children in more than one school a separate request must be made to each school. The Head teacher at each school will make their own decision based on the factors relating to the child at their school.*

Parents need to consider very carefully before making any request for leave of absence the effect an absence would have on their child's education and continuity of learning.

Reasons why you should not take your child out of school in term time:

- *Evidence shows that even small amounts of absence from school can affect your child's progress and attainment.*
- *The education of your child could be disrupted both prior to and after any leave, causing them to fall behind and struggling to catch up.*
- *For every week of school a child misses, they lose 25 hours of education which can never be regained.*
- *Approximately every 6 weeks your child gets a holiday from school, therefore you should use this time to take your child on holiday.*



Request for Leave in Term Time from School

Please complete the request form below and send to the Head teacher at least **four weeks** before the departure date to allow sufficient time for appropriate consideration. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event, the request form must be received by school.

To: **Mr Seamus O'Sullivan**

Date: _____

I request permission for leave in term time from school for my child/children:

Full name:	
DoB:	
Period of absence	
From (date):	
To (date):	
Number of school days:	
My child will be accompanied during the leave by:	Name parent/guardian Name parent/guardian
The exceptional circumstances and reason for this request are:	



If you have other children in the family of school age, please give details:

Name	DoB	School
Name	DoB	School
Name	DoB	School

	PARENTAL DETAILS	
	Parent / guardian 1	Parent/guardian 2
Name of parent/guardian:		
Relationship to pupil:		
Landline		
Mobile		
E-mail		

Please return the completed form to reception. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Head teacher.

For Office Use Only

Date request received by school:	
Current attendance %	Unauthorised absences %
Last year's attendance %	Unauthorised absences %
Number of school sessions previously taken as leave in term time:	
Siblings in other schools confirmed:	Yes / No If yes what action are other schools taking?
Leave in term time:	Agreed or not agreed (please delete as appropriate) Coding: H – agreed family holiday (authorised absence) F – agreed extended family holiday (authorised absence)



	<i>G – family holiday (not agreed or in excess of agreement – unauthorised absence)</i>
<i>Signed:</i>	
<i>Job Title:</i>	
<i>Date:</i>	
<i>Notification of decision sent to parent & date sent:</i>	
<i>Any additional information:</i>	