Application for authorized leave

Cais am absenoldeb â chaniatad

Please note that in term time, parents or guardians do not have an automatic right to withdraw pupils.

Nodwch nad oes gan rieni neu warcheidwaid yr hawl otomatig i dynnu ei plentyn allan o'r ysgol

Each request for absences will be considered individually by the headteacher in advance.
The headteacher will take into account:

- the age of the child;
- the overall attendance pattern of the pupil;
- the time of year.

Where permission for leave of absence is not given, then should the pupil be absent this will be recorded as **unauthorized.**
A series of unauthorized absences will be reported to the LA and may lead to legal action.

Caiff pob cais an absenoldeb ei ystyried gan y pennaeth ymlaen llaw.
Bydd y Pennaeth yn ystyried:

- *oedran y plentyn;*
- *patrwm presenoldeb cyffredinol y plentyn;*
- *amser y flwyddyn.*

Os na roddir caniatâd i fod yn absennol, a bod y disgybl yn parhau i fynd ar wyliau, yna cofnodir yr absenoldeb hwnnw fel un ***anawdurodedig****.*
Os ceir cyfres o absenoldebau anawdurdodedig, fe'u hadroddir i'r ALl a gallai hynny arwain at achos cyfreithiol.

Name of Pupil
Enw'r Disgybl _____

Address
Cyfeiriad _____

Dates leave requested
Dyddiadau'r cais am absenoldeb â chaniatad _____

Reason for application
Rheswm am y cais _____

Country of destination
Gwlad pen y daith _____

Signed
Arwyddwyd _____

For office use
Defnydd swyddfa

% Attendance *% Presenoldeb*			
Number of days requested *Nifer y ddyddiau gofynnwyd*		Number of days already taken this academic year *Cyfanswm dyddiau absenoldeb blaenorol*	
Permission granted *Rhoddwyd caniatâd*		Register code: *Cod cofrestr:*	
Permission refused *Gwrthodwyd caniatâd*		Register code: *Cod cofrestr:*	

Headteacher's signature
Llofnod y Pennaeth