

Annwyl riant/*Dear parent*

Diolch am eich cais diweddar am gyfnod absenoldeb i'ch plentyn o'r ysgol. Mae'r ysgol yn gweithredu polisi o beidio annog gwyliau yn ystod tymor ysgol. Gall methu gwersi gael effaith aruthrol ar gyrhaeddiad academiaidd disgybl.

Thank you for your recent request for leave of absence for your child. It is school policy to discourage term time holidays. Missing lessons has a detrimental effect on a child's academic attainment.

Rydym wedi penderfynu / We have decided:

Awdurdodi absenoldeb eich plentyn ond dylai sicrhau fod gwaith sydd wedi ei fethu yn cael ei wneud ar ôl dychwelyd. *To authorise your child's absence. However necessary steps should be taken to complete work as soon as possible upon return.*

Peidio awdurdodi absenoldeb eich plentyn. *Not to authorise your child's absence.*

Rheswm dros wrthod / Reason for refusal:

Mae'r Awdurdod Addysg Lleol wedi gosod targed o bresenoldeb o 95% ar gyfer pob disgybl. Ar hyn o bryd mae presenoldeb eich plentyn o dan 85%. *The Local Education Authority has set a target of 95% attendance for each pupil. At the moment your child's attendance has fallen below 85%*

Mae'r Awdurdod Addysg Lleol yn caniatáu i ysgol awdurdodi hyd at 5 diwrnod o wyliau yng Nghyfnod Allweddol 3 ond **dim** gwyliau yng Nghyfnod Allweddol 4. *The Local Education Authority allows schools to authorise up to 5 days of holidays in Key Stage 3 but **no** holiday in Key Stage 4*

O ganlyniad bydd / Therefore:

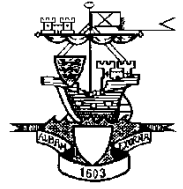
O ddyddiau yn cael eu hawdurdodi/ *Days will be authorised*

O ddyddiau ddim yn cael eu hawdurdodi/ *Days will be unauthorised*

Gall gormod o ddyddiau heb eu hawdurdodi arwain at gamau pellach. Mae croeso i chi ffonio i drafod y mater ymhellach. *Too many days of unauthorised absence can lead to further action – If you wish to discuss the matter further please contact the school.*

Yn gywir/Yours sincerely

Mr Geraint P Williams
Pennaeth Cynorthwyol/Assistant Head



2024-2025

Cais am amser i ffwrdd yn ystod y tymor
Request for leave from school during the term

Dylid llenwi'r ffurflen a'i gyrru i'r ysgol o leiaf 5 diwrnod cyn cychwyn yr absenoldeb.

This form should be completed and sent to the school at least 5 days before the requested date of absence.

Penderfyniad yr ysgol ydi caniatâu absenoldeb.

It is the schools decision to authorise absences.

Mae'r Awdurdod Addysg Lleol yn caniatâu i ysgol awdurdodi hyd at 5 diwrnod o wyliau yng Nghyfnod Allweddol 3 ond **dim** gwyliau yng Nghyfnod Allweddol 4.

*The Local Education Authority allows schools to authorise up to 5 days of holidays in Key Stage 3 but **no** holiday in Key Stage 4*

Dylai pob disgybl anelu tuag at bresenoldeb o o leiaf **95%**.

*Every pupil should aim towards an attendance of at least **95%***

Hoffwn ganiatad i / *I would like to request for* _____

dosbarth / *class* _____ gael caniatad i fod yn absennol o'r ysgol rhwng /

be allowed to be absent from school between _____ *a/ and* _____ *oherwydd/*

due to _____

Llofnod rhiant / Parents signature _____