

Ffederasiwn Cwrt Henri, Ffairfach a Talyllychau

Pennaeth/ Headteacher – Mrs Sian Davies

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Penaethiaid Cynorthwyol / Assistant Headteacher

Mrs L Williams / Mrs A Morgan / Miss A Walker

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**Gwyliau yn ystod amser ysgol / Holidays during School Time**

**Cais am Ganiatâd Swyddogol / Application for Authorised Absence**

Mae absenoldeb yn ystod amser ysgol yn amharu ar addysg eich plentyn / *Absences during school time harm your child’s education*

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| **Enw’r Plentyn / Child’s Name**  | **Dosbarth / Class**  |
| 1.  |   |
| 2.  |   |
| 3.  |   |

Dyddiau’r gwyliau / Holiday Dates

O/From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hyd at/to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lleoliad y gwyliau / Holiday location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rheswm / Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rwy’n gwneud cais am ganiatâd i’r absenoldebau uchod / I apply for the above absence(s) to be authorized

Arwyddwyd / Llofnod \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **At ddefnydd yr ysgol / For School Use Only**  |
|   | **Plentyn 1**  | **Plentyn 2**  | **Plentyn 3**  |
| Cyfanswm absenoldebau eleni / Total absences this year  |   |   |   |
| % Presenoldeb / Attendance %   |   |   |   |
| Caniatâd am yr absenoldeb? / Holiday Authorised?  |   |   |   |
|  |  |  |  |

Rhoir caniatâd am absenoldeb gwyliau i’ch plentyn / Your children’s absence for holidays will be authorised.

Ni roir caniatâd am absenoldeb gwyliau i’ch plentyn / Your children’s absence for holidays will not be authorised.

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| **Rheswm / Reason**  |
| Mae’n fwy na’r cyfanswm a ganiateir am y flwyddyn (10 diwrnod) / It exceeds the total allowable  |   |
| Mae mwy na 10% o absenoldebau heb ganiatâd eisioes ar y ffeil / There are more than 10% unauthorized absences on file.  |   |
| Mae presenoldeb eich plentyn yn annerbynniol o isel eisioes / Your child’s attendance is already unacceptably low.  |   |
| Mae’r dyddiadau yn gwrthdaro gyda phrofion neu asesiadau pwysig / The dates coincide with important tests or assessments.  |   |

 Arwyddwyd / Llofnod \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pennaeth