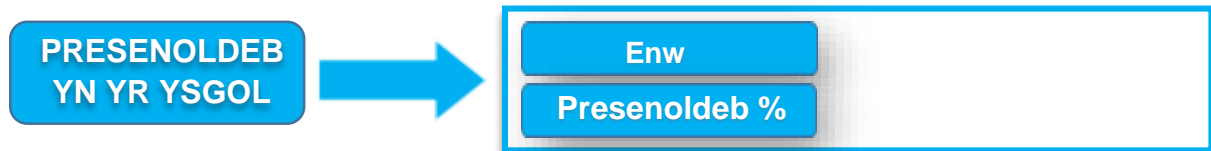


Gwyliau / Absenoldeb yn ystod amser tymor



Rydym yn awyddus i weld pob plentyn yng Nghymru'n llwyddo. Gan hynny mae'n bwysig bod rhieni'n gwneud eu gorau glas i helpu disgyblion i ddod i'r ysgol am y 190 diwrnod llawn mewn blwyddyn academiaidd, yn ôl Rheoliadau Addysg (Y Diwrnod Ysgol a'r Flwyddyn Ysgol) (Diwygiad) 2006.

O dan y Ddeddf Addysg (1996), cyfrifoldeb y rhiant neu'r gofalwr yw sicrhau bod eu mab neu eu merch yn mynychu'r ysgol. Mae presenoldeb rheolaidd yn hanfodol bwysig ac mae colli'r ysgol yn gallu cael effaith fawr ar gyflawniad dros flwyddyn fel mae'r grid isod yn ei ddangos:

Presenoldeb 95-100%	Cyfle gorau o lwyddo	Mae'ch plentyn yn manteisio'n llawn ar bob cyfle dysgu.
Presenoldeb 90-95%	Mae'ch plentyn wedi colli o leiaf dwy wythnos o ddysgu	Boddhaol. Efallai y bydd rhaid i'ch plentyn dreulio amser yn dal i fyny gyda gwaith.
Presenoldeb 85-90%	Mae'ch plentyn wedi colli o leiaf pedair wythnos o ddysgu	Gall eich plentyn fod mewn perygl o dangyflawni ac efallai y bydd rhaid i chi roi help i'ch plentyn i ddal i fyny gyda'u gwaith
Presenoldeb 80-85%	Mae'ch plentyn wedi colli pum wythnos a hanner o ddysgu	Mae presenoldeb gwael yn effeithio'n sylweddol ar ddysgu'ch plentyn.
Presenoldeb o dan 80%	Mae'ch plentyn wedi colli saith wythnos a hanner o ddysgu	Mae'ch plentyn yn colli allan ar addysg eang a chytbwys. Rydych chi mewn perygl o gael eich erlyn.

Mae pob eiliad yn cyfrif
Mae pob diwrnod yn cyfrif

Colli'r Ysgol, Colli Allan

Gobeithio y byddwch chi'n gallu cefnogi'r polisi hwn a threfnu gwyliau y tu allan i amser tymor. Mae'r ysgol ar gau am 175 diwrnod mewn blwyddyn os ydych chi'n cyfrif penwythnosau a gwyliau ysgol. Bydd hyn yn ein helpu i sicrhau bod eich plentyn yn llwyddo yn yr ysgol.

Serch hyn, os bydd amgylchiadau'n codi sy'n golygu bod rhaid i chi gymryd gwyliau yn ystod y tymor, rydym yn gofyn i chi lenwi'r ffurflen ar ochr arall y llythyr hwn a'i hanfon yn ôl i'r ysgol at sylw'r pennaeth.

Yn gywir,
Pennaeth

Dafydd M. Evans Jones

Dear Parent/Carer,

Holidays / Absence during term time.

A blue rounded rectangle labeled 'SCHOOL ATTENDANCE' has a blue arrow pointing to a larger white rectangle with a blue border. Inside this larger rectangle are two smaller blue rounded rectangles: the top one is labeled 'Name' and the bottom one is labeled 'Presence %'.

In Wales we want all of our pupils to achieve success, so it is important that parents do their best to support pupils in attending school for the full 190 days in an academic year, as stated in the Education (School Day and School Year) (Wales) (Amendment) Regulations 2006.

Under the Education Act (1996), it is the responsibility of the parent or carer to ensure that their son/daughter attend school. Regular school attendance is vital and missing school can have a significant impact on achievement over a one year period as illustrated below:

95-100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work.
85-90% attendance	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80-85% attendance	At least 5 ½ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

We hope that you can support this policy and arrange your holidays around the existing 175 days the schools are closed through weekends and school holidays and help us support your child in achieving success in school.

If, however, there are circumstances that mean you have to take a holiday during term time, we ask that you fill in the form on the reverse of this letter and return to school for the attention of the head teacher.

Yours sincerely,

Daphne M. Brown Jones

Head teacher

Ffurflen Gwneud Cais am Wyliau

Os ydych chi'n dymuno mynd â'ch plentyn neu'ch plant ar wyliau yn ystod amser tymor rhaid i chi llenwi'r ffurflen isod o leiaf 28 diwrnod cyn mynd i ffwrdd. Wedyn byddwn ni'n ystyried eich cais.

Mae Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010 yn rhoi grym dewisol i benaethiaid i adael i deulu gymryd gwyliau yn ystod amser tymor lle mae rhieni'n gofyn caniatâd. Ar wahân i amgylchiadau arbennig, fyddan nhw ddim yn caniatáu mwy na deg diwrnod o wyliau. Yn yr ysgol hon byddwn yn ystyried yr agweddau canlynol cyn penderfynu caniatáu gwyliau yn ystod amser tymor.

- **Ffigyrau presenoldeb ar gyfer y flwyddyn flaenorol. (Byddwn yn disgwyl i bresenoldeb fod yn uwch na 90 y cant.)**
- **Ymddygiad ac agwedd tuag at fywyd ysgol.**
- **Nad yw'r gwyliau'n torri ar draws cyfnodau dysgu pwysig rydym wedi tynnu'ch sylw atyn nhw (fel asesiadau ddiwedd y flwyddyn sy'n digwydd ym mis Mai bob blwyddyn).**
- **Eich bod yn llenwi'r ffurflen hon yn gywir a chyflwyno cais 28 diwrnod cyn y gwyliau.**

Y Pennaeth yn unig sydd biau'r dewis i ganiatáu gwyliau fel y bydd yn gweld yn dda.

Byddwn yn gwneud cais i roi Hysbysiad Cosb Benodedig os byddwn yn cofnodi pum diwrnod neu fwy (deg sesiwn) o 'absenoldeb heb awdurdod' a bod presenoldeb o dan 90 y cant ar gyfer y flwyddyn academaidd hyd yn hyn.

Byddwn yn anfon bonyn caniatáu / gwrthod caniatáu atoch chi o fewn saith diwrnod ar ôl i ni dderbyn eich cais



Holiday Request Form

If you wish to take your child/ren on a holiday during term time, the form below must be completed at least 28 days before the absence is required to be considered for authorisation.

The Pupil Registration (Wales) Regulations 2010 provide head teachers with a discretionary power to authorise leave for a family holiday during term time where parents seek permission. Save in exceptional circumstances, no more than 10 days leave should be granted for this purpose. The procedure at this school is that all the factors noted below will be taken into consideration before a decision is made as to whether to authorise any periods of holiday requested during term time.

- Attendance figures for the last year. (We would expect attendance to be above 90%.)
- Behaviour and attitude to school life.
- That the holiday does not impact on any key periods of learning identified and highlighted by the school (such as the end of year pupil assessments carried out during the month of May each year).
- That this form has been completed correctly and the request has been made 28 days before the holiday.

Please therefore remember that holidays can only be authorised at the Head Teacher's discretion.

It should also be noted that an application for a 'Fixed Penalty Notice' will be considered if there are 5 or more days (10 sessions) of 'unauthorised absence' recorded, in addition to the attendance level being below 90% for the school year to date.

An authorised / unauthorised slip will be sent back to you within 7 days of submitting this request.

.....

Rwy'n gwneud cais i fy mhentyn/fy mhlant: _____

Ar y dyddiadau canlynol: _____

Hoffwn i chi ystyried y wybodaeth ganlynol wrth ddod i benderfyniad:

Diolch am gyflwyno eich ffurflen gais am wyliau ar gyfer y plant/plentyn canlynol:

Ar y dyddiadau canlynol: _____

Rwyf wedi penderfynu CANIATÁU / GWRTHOD eich cais am y rhesymau canlynol:

Cadwch y bonyn hwn yn ddiogel fel eich bod yn gallu cyfeirio ato yn y dyfodol. Byddwn yn cadw copi o'ch cais a'r bonyn ymateb yng nghofnodion personol eich plentyn.

Yn gywir,

Pennaeth

I request a holiday absence for my child/ren: _____

on the following dates: _____

I would like the following information to be taken into consideration:

Thank you for submitting your holiday request form for the following
child/ren: _____

on the following dates: _____

Your holiday has been **AUTHORISED / UNAUTHORISED** for the following reasons:

Please keep this slip in a safe place for future reference. A copy of your request and the response slip will be kept in your child/ren's personal records.

Yours sincerely,

Head teacher
