



2022 -2023

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 _____