



REQUEST FOR AUTHORISED ABSENCE / NOTIFICATION OF ABSENCE DURING TERM TIME

Before applying to take a term time absence please consider the following:

Ongoing low attendance is a factor often linked to low levels of academic success and can have a serious impact on opportunities later in life. Children who are absent from school in term time will miss out on important learning opportunities - educational experiences missed cannot be re-captured later. Your child's teacher will not be able to go back over everything your child has missed. Due to the need for teacher/pupil input into many of our learning experiences, it is not always feasible to provide you with work to complete during the absence. As a parent/carer you can demonstrate your commitment to your child's education by, whenever possible, avoiding term time absences. It is important that term time absences do not contribute to developing poor habits of attendance which are hard to undo later on.

For holidays: Please note that **there is not an automatic right to withdraw pupils from school for a holiday although 10 days holiday may be authorised.** Holiday absence will be recorded as 'unauthorised' after 10 days in Ysgol Gymraeg Y Cwm as agreed by The Governing Body. Exceptional circumstances will be taken into account. Please see our school policy on attendance (on our school website).

Please note: WG guidance states that schools cannot authorise holidays retrospectively.

Should your child accumulate a level of unauthorised absence which brings their attendance below 90% during the year, the Local Authority may (depending on the circumstances) issue a fixed penalty notice or commence formal prosecution for failing to secure regular attendance at school. The full details of the fixed penalty scheme can be found on the City and County of Swansea website.

Section A:
THIS SECTION MUST BE COMPLETED BY THE PARENT/CARER AND THIS APPLICATION FORM FORWARDED TO SCHOOL AS EARLY AS POSSIBLE BEFORE THE ABSENCE - IDEALLY AT LEAST TWO WEEKS BEFORE.

Names of Pupils:

1. Class:.....
2. Class:.....
3. Class:.....

Absence dates: From..... To: Number of days absent:

Holiday address/contact details (for child protection procedures):

Is there a sibling(s) from another school who will also be absent for the same reasons. If so, please provide name of the sibling and school attended:

My views, reasons and the purpose for requesting a term time absence are (please continue on separate sheet(s) if required)
.....
.....

Signed: Parent/Carer Date:

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place/s and they may be removed from the school register in accordance with the admission guidance Education (Pupil Registration) (Wales) Regulations 2010 section 4 which states 'the pupils has ceased to attend the school and no longer resides within a reasonable distance from the school'. Please note that we cannot guarantee that a place will be available for your child in the school of your choice on your return but you will be offered a place at the nearest school with room available in the year group. Failure to return on the agreed date may also prompt welfare concerns; a child who goes missing from education may be considered to be at risk of significant harm. Any such concerns will immediately be referred to the statutory authorities for consideration.

Date: _____ Received by school: _____

Signed: _____ Please return to the School Office.



CAIS AM ABSENOLDEB AWDURDODEDIG/HYSBYSIAD O ABSENOLDEB YN YSTOD Y TYMOR

Cyn gwneud cais i fynd ar wyliau yn ystod y tymor, ystyriwch y canlynol:

Mae presenoldeb isel parhaus yn ffactor a gysylltir yn aml â lefelau isel o lwyddiant academiaidd, a gall gael effaith ddifrifol ar gyfleoedd yn nes ymlaen mewn bywyd. Bydd plant sy'n absennol o'r ysgol yn ystod y tymor yn colli cyfleoedd dysgu pwysig - ni ellir ailbrofi profiadau addysgol yn ddiweddarach. Ni fydd athro'ch plentyn yn gallu ailgyflwyno'r holl waith y mae eich plentyn wedi'i gollu. Oherwydd yr angen am fewnbwn gan yr athro/disgybl mewn llawer o'n profiadau dysgu, nid yw bob amser yn ymarferol i roi gwaith i chi ei gwblhau yn ystod yr absenoldeb. Fel rhiant/gofalwr, gallwch ddangos eich ymrwymiad i addysg eich plentyn drwy, lle bynnag y bo modd, osgoi absenoldebau yn ystod tymor yr ysgol. Mae'n bwysig nad yw absenoldebau yn ystod y tymor yn cyfrannu at ddatblygu arferion presenoldeb gwael sy'n anodd cael gwared arnynt yn nes ymlaen.

Ar gyfer gwyliau: Sylwer **nad oes hawl awtomatig i dynnu disgyblion o'r ysgol ar gyfer gwyliau, serch hynny caniateir hyd at 10 diwrnod**. Bydd hyd at 10 diwrnod absenoldeb gwyliau yn cael ei awdurdodi, fel y cytunwyd gan y Corff Llywodraethol. Bydd amgylchiadau anarferol yn cael eu hystyried yn ofalus ar ol 10 diwrnod. Gweler polisi'r ysgol ar bresenoldeb (ar wefan yr ysgol).

Sylwer: Mae canllawiau LIC yn nodi na all ysgolion awdurdodi gwyliau o edrych yn ôl.

Os bydd eich plentyn yn cronni lefel o absenoldeb anawdurdodedig sy'n arwain at bresenoldeb sy'n is na 90% yn ystod y flwyddyn, gall yr awdurdod lleol (gan ddibynnu ar yr amgylchiadau) roi hysbysiad o gosb benodol neu gychwyn erlyniad ffurfiol am beidio â sicrhau presenoldeb rheolaidd yn yr ysgol. Mae manylion llawn y cynllun cosb benodol ar gael ar wefan Dinas a Sir Abertawe.

Adran A:
RHAID I'R ADRAN HON GAEL EI CHWBLHAU GAN Y RHANT/GOFALWR A RHAID ANFON Y FFURFLEN GAIS HON I'R YSGOL CYN GYNTED Â PHOSIB CYN YR ABSENOLDEB - YN DDELFRYDOL, PYTHEFNOS CYN HYNNY.

Enwau'r Disgyblion:

1. Dosbarth:.....
2. Dosbarth:.....
3. Dosbarth:.....

Dyddiadau absenoldeb: O.....Tan: Nifer y diwrnodau absenoldeb:

Cyfeiriad/manylion cyswllt gwyliau (at ddibenion gweithdrefnau amddiffyn plant): _____

A oes brawd/brodyr neu chwaer/chwiorydd mewn ysgol arall a fydd hefyd yn absennol am yr un rhesymau. Os felly, nodwch enw(au) y plentyn/plant a'r ysgol: _____

Fy marn ynghylch mynd ar wyliau yn ystod y tymor, y rhesymau dros wneud hyn a'i ddiben (parhewch ar daflen ar wahân os oes angen)

Llofnod: Rhiant/Gofalwr Dyddiad:

Os nad yw'r disgybl/disgyblion yn dychwelyd erbyn y dyddiad cytunedig, mae/maent mewn perygl o golli ei le/eu lle yn yr ysgol, a gellir ei dynnu/eu tynnu o gofrestr yr ysgol yn unol ag Adran 4 arweiniad derbyniadau Rheoliadau Addysg (Cofrestru Disgyblion) (Cymru) 2010, sy'n nodi 'bod disgyblion wedi rhoi'r gorau i fynychu'r ysgol ac nid ydynt yn byw o fewn pellter rhesymol i'r ysgol mwyach'. Sylwer na allwn sicrhau y bydd lle ar gael i'ch plentyn yn yr ysgol o'ch dewis pan fyddwch yn dychwelyd, ond cynigir lle i chi yn yr ysgol agosaf y mae lle ar gael ganddi yn y grŵp blwyddyn. Gall peidio â dychwelyd ar y dyddiad cytunedig arwain hefyd at bryderon lles: gellir ystyried bod plentyn sy'n mynd ar goll o addysg mewn perygl o niwedd sylweddol. Caiff unrhyw bryderon o'r fath eu cyfeirio at yr awdurdodau statudol i'w hystyried.

Dyddiad: _____ Derbyniwyd gan yr ysgol: _____

Llofnod: _____ Dychwelwch i Swyddfa'r Ysgol