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**Tel: 01443 237828**

**Head teacher: Mrs B. Atkin**

**Brynnau Primary School**

**William Street,**

**Brynna,**

**Rhondda Cynon Taff.**

**CF72 9QJ**

**Leave of Absence/Holiday Notification Form**

*This form is to be completed by the parent/carer and forwarded to the School Office* ***not less than four weeks*** *prior to the period of absence required. The local authority and school strongly advises parents that pupils should not take holidays in term time. Approval of absence is entirely at the discretion of the school.*

***Please do not assume that your holiday request will be authorised – each request will be considered on its own merits and may be unauthorised.***

I would like to request that:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Date of Birth | Class |
| Child 1 |  |  |  |
| Child 2 |  |  |  |
| Child 3 |  |  |  |
| Child 4 |  |  |  |
| Home Address |  | | |
|  | | |

To be granted leave of absence from ……………………………. to ……………………………..

Reason for leave of absence:………………………………………………………………..……….

If requesting leave for a holiday, state the destination:…………………..………………………..

Number of school days to be taken ………………………………………………………………….

Children in Another School - I will also be requesting this leave of absence/holiday for my other child (ren) who attend (please state child’s **AND** school name):

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

Please consider the following circumstances when considering my child (ren)’s request:

|  |
| --- |
|  |

Name of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For School Use Only:**

Authorised Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unauthorised Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chair of Governors/Link Governor for Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Ffurflen Hysbysu Absenoldeb/Gwyliau**

Rhaid i'r rhiant/gwarcheidwad lenwi'r ffurflen yma a'i hanfon at Swyddfa'r Ysgol **o leiaf 4 wythnos** cyn y cyfnod o absenoldeb y mae'n gofyn amdano. Mae'r ysgol yn cynghori rhieni yn gryf na ddylai disgyblion fynd ar wyliau yn ystod tymor yr ysgol. Dim ond yr ysgol sydd â'r hawl i gymeradwyo absenoldeb.

***Peidiwch â chymryd yn ganiataol y bydd eich cais am wyliau yn cael ei gymeradwyo – bydd pob cais yn cael ei ystyried ar ei rinweddau ei hun, ac mae'n bosibl y caiff ei wrthod.***

Dyma gais ar ran:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enw Llawn | Dyddiad Geni | Dosbarth |
| Plentyn 1 |  |  |  |
| Plentyn 2 |  |  |  |
| Plentyn 3 |  |  |  |
| Plentyn 4 |  |  |  |
|  | | | |
| Cyfeiriad (Cartref) |  | | |
|  | | |

i gael caniatâd i fod yn absennol o ......................................... tan ............................................

Rheswm dros absenoldeb:…….……………………………………………………………..……….

Os ydych chi'n gofyn am wyliau, nodwch y gyrchfan:………..…………..………………………..

Nifer y diwrnodau ysgol i'w cymryd ………………………………………………………………….

Plant mewn ysgol arall - Bydda i'n gofyn am gael caniatâd i'm plentyn arall / plant eraill fynd ar y gwyliau yma hefyd. Nodwch enw'r plentyn arall / enwau'r plant eraill **AC** enw'r ysgol/enwau’r ysgolion:

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Byddwch cystal ag ystyried yr amgylchiadau canlynol wrth wneud eich penderfyniad:

|  |
| --- |
|  |

Enw llawn y Rhiant/Gwarcheidwad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llofnod y Rhiant/Gwarcheidwad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dyddiad: \_\_\_\_\_\_\_

**At ddefnydd yr ysgol yn unig:**

Diwrnodau wedi'u hawdurdodi: \_\_\_\_\_

Diwrnodau sydd heb eu hawdurdodi: \_\_\_\_\_

Llofnod Pennaeth yr Ysgol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llofnod Cadeirydd y Corff Llywodraethu / y Llywodraethwr Cyswllt ar gyfer Presenoldeb:   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dyddiad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_