

SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil: Date of Birth:	Class:
Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request with the <i>please insert appropriate member of SLT</i> . (Please attach your supporting evidence)	
Address:	
Leave of absence from date: to date Number of school days that your child will be absent from school:	
Signature: Name of Parent/Carer:	Date:

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

For School Use:

Previous requests for leave of absence	Yes/No Attendance%
Evidence provided for exceptional circumstance	Yes/No
Arrange to meet with Parent/Carer	Yes/No Date & Time.....

Authorised

Unauthorised

By Headteacher

FFURFLEN GAIS AM ABSENOLDEB O'R YSGOL

Ffurflen i'w dychwelyd at swyddfa'r ysgol gydag o leiaf pythefnos o rybudd

Nodwch os gwelwch yn dda nad oes hawl awtomataidd i ddisgyblion gael caniatâd am absenoldeb a bydd ceisiadau'n cael eu hystyried dim ond pan fo amgylchiadau eithriadol.

Enw'r Disgybl:	Dosbarth:
Dyddiad Geni:	
<p>Rhowch fanylion yr amgylchiadau eithriadol pam eich bod yn gwneud cais i gymryd eich plentyn o'r ysgol. Efallai byddwch yn cael eich gwahodd i'r ysgol i drafod eich cais gyda <i>rhowch enw'r aelod priodol o'r UDRh</i>.</p> <p>(Atodwch eich tystiolaeth gefnogol os gwelwch yn dda)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Cyfeiriad:	
Caniatâd am absenoldeb o ddyddiad: i ddyddiad	
Nifer y diwrnodau ysgol y bydd eich plentyn yn absennol o'r ysgol:	
Llofnod:	Dyddiad:.....
Enw'r Rhiant/Gofalwr:	

Bydd caniatâd am absenoldeb nad yw wedi ei gytuno'n cael ei nodi fel absenoldeb heb awdurdod. Efallai bydd yn cael ei gyfeirio at y Swyddog Lles Addysg i'w ystyried, a gallai hyn arwain at Hysbysiad o Gosb.

At ddefnydd yr ysgol:

Ceisiadau blaenorol am ganiatâd am absenoldeb	Oes/Nac oes	Presenoldeb.....%
Rhoddwyd tystiolaeth am amgylchiadau eithriadol	Do/Naddo	
Trefnwyd i gwrdd â'r Rhiant/Gofalwr	Do/Naddo	Dyddiad ac Amser.....

Awdurdodwyd

Ni awdurdodwyd

gan y Pennaeth