**Brecon High School Leave of Absence Form**

Enw’r Plentyn / Name of Child: Dosbarth / Class:

Dyddiadau Gwyliau Arfaethedig / Proposed Leave of Absence Dates:

Rheswm dros wneud cais / Reason for application:

 Amgylchiadau Lliniarol / Mitigating Circumstances

(Os mai dyma’r unig amser y gallwch gymryd gwyliau o’r gwaith, dylech gynnwys cadarnhad gan eich cyflogwr)

(if this is the only time you are able to take a Leave of Absence from work, please attach confirmation from your employer

Arwyddwyd / (Rhiant / Gwarcheidwad) Dyddiad /

Signature: (Parent / Guardian) Date:

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| PWSIG: GWELER Y NODIADAU ISODGwyliau yn Ystod y Tymor* Dim ond yr ysgol all ganiatau absenoldeb
* Caiff pob cais ei ystyned yn unigol, gan ystyned ffactorau megis cofnod presenoldeb cyffredinol y plentyn
* Ni roddir caniatâd am fwy na 10 niwrnod o wyliau mewn blwyddyn ysgol, ac eithrio mewn amglychiadau eithriadol
* Dylid gwneud ceisiadau cymaint o flaen llaw ag sy’n bosibl, a rhaid cytuno â’r ysgol ar drefniadau ar gyfer dal I fyny â’r gwaith a gollwyd. Ni fyddai’r ysgol fel arfer yn darparu gwaith ar gyfer disgyblion i’w gwblhau
* Bydd unrhyw wyliau a gymerir heb ganiatâd yr ysgol yn cael ei gofnodi fel Absenoldeb heb awdurdod
 | IMPORTANT: PLEASE NOTETerm time holidays* Only the school can authorise absence
* Each request will be considered on its merits, taking into account factors such as the child’s overall attendance record
* Permission will not be given for more than 10 days Leave of Absence in a school year, other than in exceptional circumstances
* Applications should be made at least 2 weeks in advance and arrangements for catching up on missed work agreed with the school. The school would not normally supply work for the pupils to complete during the Leave of Absence
* Leave of Absences taken without the permission of the school will be recorded as Unauthorised
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