**Holiday Notification Form**

This form **must** be completed and forwarded to the School Office **no less than four weeks** prior to the period of absence required. If a form is not completed then the absence will be noted as unauthorised and a Fixed Penalty Notice may be issued.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Year Group | Reg. Group |
| Child 1 |  |  |  |
| Child 2 |  |  |  |
| Child 3 |  |  |  |
| Child 4 |  |  |  |
| Home Address: |  | | |
|  | | |

|  |  |
| --- | --- |
| Date of first day of absence: |  |
| Number of school days missed: |  |
| Expected date to return to school: |  |

Children in Another School - I will also be requesting this holiday for my other child(ren):

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please consider the following circumstances when considering my request:

Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For School Use Only:**

\* We authorise \_\_\_\_\_\_\_\_ days absence for holiday/s in this instance.

\* We are unable to authorise this holiday on this occasion, please see email for more details.

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

**Ffurflen Hysbysu am Wyliau**

**Rhaid** llenwi’r ffurflen hon a’i hanfon at Swyddfa’r Ysgol **o leiaf 4 wythnos** cyn y cyfnod o absenoldeb a nodwyd. Os nad yw ffurflen yn cael ei lenwi, yna bydd yr absenoldeb yn cael ei nodi heb ganiatâd ac efallai bydd HCB yn cael ei godi.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enw Llawn | Blwyddyn | Grŵp Cof. |
| Plentyn 1 |  |  |  |
| Plentyn 2 |  |  |  |
| Plentyn 3 |  |  |  |
| Plentyn 4 |  |  |  |
| Cyfeiriad Cartref: |  | | |
|  |  | | |

|  |  |
| --- | --- |
| Dyddiad diwrnod cyntaf yr absenoldeb: |  |
| Nifer o ddiwrnodau ysgol a gollwyd: |  |
| Dyddiad dychwelyd i’r ysgol: |  |

Plant mewn ysgol arall - Byddaf hefyd yn gofyn caniatâd am absenoldeb fy mhlentyn/mhlant arall:

Enw/au: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ysgol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cymerwch mewn i ystyried yr amgylchiadau canlynol pan fyddech yn ystyried fy nghais:

Enw Rhiant/Gwarchodwr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llofnod Rhiant/Gwarchodwr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At ddefnydd yr ysgol yn unig:**

\* Rydym yn barod i awdurdodi \_\_\_\_\_\_\_\_ diwrnod o absenoldeb ar gyfer gwyliau teuluol ar yr achlysur hwn.

\* Nid ydym yn gallu awdurdodi’r gwyliau ar yr achlysur hwn, gweler yr ebost am fwy o fanylion.

Llofnod y Prifathro: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_