

Ysgol Yr Hendy



Heol Iscoed, Hendy, Pontarddulais, Sir
Gaerfyrddin, SA4 0XD

Pennaeth / Headteacher:

Ms Cathryn Jones

Ffôn / Phone: 01792 882940

admin@hendy.ysgolccc.cymru

<https://ysgolyrhendy.org.uk>



Law yn Llaw, Gyda'n Gilydd, Cymaint Mwy

Dear Parents/Guardian

I would like to clarify the school's position regarding holiday or leave of absence in term time.

All school absence is a serious matter monitored by our Local Authority, Education Welfare Department and Estyn. All school procedures are checked regularly. Holidays should be taken in holiday time of which we have plenty of weeks available. Please see the Carmarthenshire term time and holiday dates up to July 2026.

Term	Start of term	Half Term Holiday	End of term
Autumn 2024	Tuesday 3 rd September	Monday October 28 th - Friday November 1 st .	Friday December 20 th .
Spring 2025	Monday 6 th January	Monday 24 th February - Friday 28 th February	Friday 11 th April
Summer 2025	Monday 28 th April	Monday 26 th May - Friday 30 th May	Monday 21 st July
Autumn 2025	Tuesday 2 nd September	Monday 27 th October - Friday 31 st October	Friday 19 th December
Spring 2026	Monday 5 th January	Monday 16 th February - Friday 20 th February	Friday 27 th March
Summer 2026	Monday 13 th April	Monday 25 th May - Friday 29 th May	Monday 20 th July

At Ysgol yr Hendy we feel that it is critical that each pupils' time in school is maximised. Taking holidays in term time mean children quickly fall behind with their work and may require extra support to catch up. Likewise, they could potentially miss key learning experiences such as school trips and other vital and enjoyable learning experiences. **For example, a child who is taken on a holiday for a 2-week period will miss over 60 hours of valuable teaching and learning.**

Permission for a request of leave of absence will only be considered where the child:

- a) Has attendance of 95% or above at that time.
- b) Is not likely to fall behind with their work.
- c) Has not requested any other leave of absence that year.
- d) There is an exceptional reason for this request.
- e) Does not have any statutory tests at that time.

There is no automatic entitlement in law to term time holiday. If you wish to take your child(ren) out of school, then you will need to complete our 'Holiday Request Form' which can be accessed from the office.

I hope that this letter will fully explain how the school will deal with request for leave and any holidays taken in term time. Our new and updated attendance policy can be found on our website.

Yours sincerely

Ms Cathryn Jones (Headteacher)



@ysgolyrhendy

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CAIS AM ABSENOLDEB AR GYFER GWYLIAU / APPLICATION FOR ANNUAL HOLIDAY LEAVE OF ABSENCE

Absenoldebau yn ystod tymor ysgol/Absences during term time 2024 – 2025

Enw'r Disgybl/ion	Blwyddyn neu Ddyddiad Geni/ Year Group or DOB	Presenoldeb/ Attendance (At ddefnydd y swyddfa yn unig. For office use only)

Enw'r ysgol: Name of School:	Ysgol yr Hendy	
Pennaeth: Headteacher:	Ms Cathryn Jones	
Enw'r Rhiant/Gwarchgeidwad: Name of Parent/Guardian:		
Rhif Cyswllt: Contact Number:		
Rheswm dros y gwyliau yn ystod tymor yr ysgol: Reason for the visit during school term time:		
Dyddiad gwyliau: Date of holiday:	O/From:	I/To:
Nifer o ddiwrnodau ysgol: Number of school days		
Dyddiad dychwelyd y disgybl i'r ysgol: The date the pupil will return to school:		

Llofnod Rhiant/Gofalwr Parent/Carer Signature:		Dyddiad/ Date:	
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Diolch am gyflwyno cais absenoldeb ar gyfer/Thank you for submitting your absence request form for:

ar y dyddiadau canlynol/on the following dates:

Nifer o ddiwrnodau gwyliau blaenorol/Number of holidays taken previously: _____

- ☐ Mae eich cais wedi cael ei **AWDURDODI**/ Your holiday has been **AUTHORISED**
- ☐ Mae eich cais wedi cael ei **ANAWDURDODI** am y rhesymau canlynol/ Your holiday has been **UNAUTHORISED** for the following reasons:

- ☐ Presenoldeb y flwyddyn ysgol 2023-2024 dros 95% / 2023-2024 school year attendance above 95%
- ☐ Presenoldeb y flwyddyn ysgol 2023-2024 o dan 95% / 2023-2024 school year attendance below 95%
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- ☐ Presenoldeb ers Medi 2024 dros 95%/Attendance since September 2024 above 95%
- ☐ Presenoldeb ers Medi 2024 o dan 95%/ Attendance since September 2024 below 95%
- ☐ Arall / Other:

Cadwch y slip yma mewn lle diogel er mwyn cyfeirio yn ôl ato yn y dyfodol. Bydd copi o'ch cais a'r ymateb yn cael ei gadw yn ffeil bersonol eich plenty.

Please keep this slip in a safe place for future reference. A copy of your request and the response slip will be kept in your child/ren's personal records.

Llofnod/Signed: _____ Dyddiad/Date: _____

