

Ysgol y Llys
Rhodfa'r Tywysog
Prestatyn
Sir Ddinbych LL19 8RP
Ffôn: (01745) 853019
e-bost: ysgol.yllys@sirddinbych.gov.uk
Gwefan: www.ysgolyllys.co.uk



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D.M. Phillips, B.Ed.
Pennaeth / *Head teacher*

Hydref 2022

Annwyl Rieni,
Dear Parents,

Ar ddechrau tymor hoffem eich atgoffa bod angen cysylltu â'r ysgol i nodi absenoldeb eich plentyn. Gellir gwneud hyn trwy ffonio'r dderbynfa – 01745 853019 a gadael neges ar y llinell absenoldeb (ar agor 24 awr), neu trwy e-bostio: ysgol.yllys@denbighshire.gov.uk

Er mwyn hwyluso ein trefniadau bydd angen cysylltu mor fuan a bo modd yn y bore - ac yn sicr cyn 8.30yb os gwelwch yn dda. Mi fyddwn yn cysylltu os nad oes neges wedi ei dderbyn.

Diolch o flaen llaw am eich cydweithrediad ar y mater pwysig hwn.

At the beginning of a new term we would like to remind you that you need to contact the school to note your child's absence. This can be done by calling reception – 01745 853019 and leaving a message on the absence line which is available 24 hours a day, or by emailing: ysgol.yllys@denbighshire.gov.uk

To facilitate our arrangements, we ask to contact us as early as possible in the morning - and certainly before 8.30am please. We will contact you if no message has been received.

Thank you in advance for your support with this important matter.

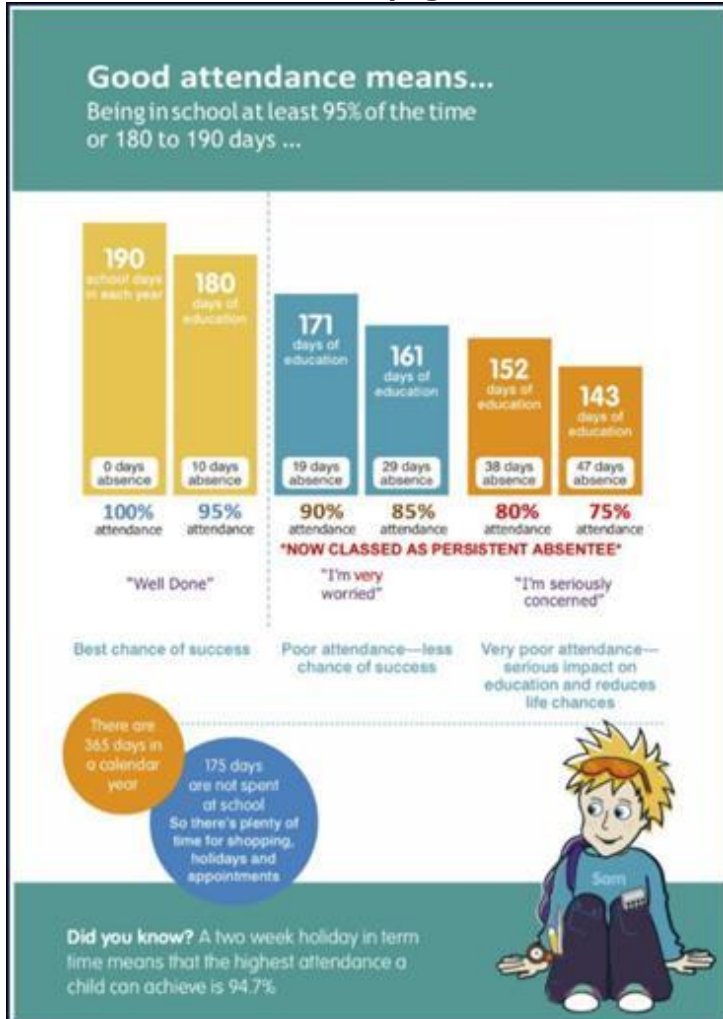
Diolch,

Mr Dyfan Phillips a Staff



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Pam ei bod hi'n bwysig i blant beidio â cholli'r ysgol?



Mae pob rhiant eisiau'r gorau i'w plant ac iddynt ddod ymlaen yn dda mewn bywyd. Mae cael addysg dda yn bwysig er mwyn sicrhau eu bod yn cael y cyfleoedd gorau yn eu bywyd fel oedolyn. Dim ond un cyfle y maen nhw'n ei gael yn yr ysgol, a gall peidio â mynychu'r ysgol neu ddarpariaeth amgen yn rheolaidd effeithio ar ddyfodol eich plentyn. Os nad yw plant yn mynychu'r ysgol yn rheolaidd gallent:

- Gael trafferth dal i fyny gyda gwaith ysgol - mewn diwrnod ysgol prysur mae'n anodd i ysgolion ddod o hyd i'r amser ychwanegol i helpu plentyn i ddal i fyny.
- Colli allan ar ochr gymdeithasol bywyd ysgol - gall presenoldeb gwael effeithio ar allu plant i wneud a chadw cyfeillgarwch; rhan hanfodol o dyfu i fyny.

Why is it important for children not to miss school?

All parents want the best for their children and for them to get on well in life. Having a good education is important to ensure that they have the best opportunities in their adult life. They only get one chance at school, and your child's future may be affected by not attending school or alternative provision regularly. Children do not attend school regularly they may:

- Struggle to keep up with school work - in a busy school day it is difficult for schools to find the extra time to help a child catch up.
- Miss out on the social side of school life - poor attendance can affect children's ability to make and keep friendships; a vital part of growing up.

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Beth am absenoldeb awdurdodedig?

Efallai y bydd adegau pan fydd yn rhaid i'ch plentyn gollu'r ysgol oherwydd ei fod yn sâl. Mae hyn i'w ddisgwyl a dylech ddilyn gweithdrefnau'r ysgol ar gyfer hysbysu salwch. Efallai y bydd yn rhaid i blant hefyd fynychu apwyntiad meddygol neu ddeintyddol yn ystod amser ysgol. Fodd bynnag, dylech geisio gwneud apwyntiadau arferol fel archwiliadau deintyddol yn ystod gwyliau'r ysgol neu ar ôl oriau ysgol os yn bosibl. Rhaid gofyn am unrhyw absenoldeb cyn belled ymlaen llaw â phosibl gan mai dim ond yr ysgol all awdurdodi absenoldebau.

What about authorised absence?

There may be times when your child has to miss school because she or he is ill. This is to be expected and you should follow the school's procedures for notifying illness. Children may also have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holiday or after school hours if at all possible. Any absence must be requested as far in advance as possible as absences can only be authorised by the school.

Beth allwch chi ei wneud i helpu?

- Os ydych yn amau bod eich plentyn yn colli'r ysgol neu'n anhapus yn yr ysgol dylech gysylltu â'r ysgol cyn gynted â phosibl fel y gallwch weithio gyda nhw i ddatrys unrhyw anawsterau.
- Byddwch yn wylidwrus am unrhyw resymau penodol dros ddiffyg presenoldeb, megis bwlio neu broblemau gyda gwaith ysgol a thrafodwch y rhain gyda'r ysgol.
- Os yw eich plentyn yn sâl neu'n absennol am unrhyw reswm arall, cysylltwch â'r ysgol ar **ddiwrnod cyntaf** yr absenoldeb.
- Dilynwch weithdrefnau'r ysgol ar gyfer hysbysu absenoldeb, a rhowch wybod i'r ysgol **bob amser** am unrhyw ddiwrnodau na all eich plentyn fod yn bresennol.
- Sicrhewch fod eich plentyn yn cyrraedd yr ysgol ar amser.
- Cymerwch ddiddordeb yn addysg eich plentyn. Gofynnwch iddynt am eu diwrnod a chanmolwch ac anogwch eu cyflawniadau yn yr ysgol.

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What can you do to help?

- If you suspect that your child may be missing school or is unhappy at school you should contact the school as soon as possible so that you can work with them to resolve any difficulties.*
- Be on alert for any particular reasons for non-attendance, such as bullying or problems with school work and discuss these with the school.*
- If your child is ill or absent for any other reasons, contact the school on the **first day** of absence.*
- Follow the schools' procedures for notifying absence, and **always** let the school know of any days that your child is unable to attend.*
- Make sure your child arrives at school on time.*
- Take an interest in your child's education. Ask them about their day and praise and encourage their achievements at school.*

Diolch o flaen llaw am eich cefnogaeth yn y mater pwysig hyn.

Thanks in advance for your support in this important matter.