



## At Burnley Brow Community School we will:

only ever authorise an extended absence if it is an exceptional circumstance and would only authorise one extended absence during Primary school years. Only authorise up to 10 days absence for exceptional circumstances. Not authorise extended absences in Year 6 before children have taken their Statutory Tests in the Summer term.

**Parents must see Mrs. Burns, Mrs. Burns or Mrs. Parkes to request the absence before taking their child out of school.**

## Consequences - Unauthorised Absence

Consequences for parents taking children on holiday in term time which are not authorised by the school will result in a Penalty Notice being issued by the Local Authority.

**Unauthorised absence recorded against your child which will lead to a Penalty Notice being issued, which is £60 (per person).**

**Note** – Penalty Notices are issued per parent, per child and should be paid within 28 days. If payment is not paid within 28 days, you will be issued with a court letter for non payment of a penalty notice. If payment is still not received then you are liable for prosecution. Please see tariff below:

If paid within 21 days		If paid between 22 -28 days	
1 parent, 1 child	£60		£120
1 parent, 2 children	£120		£240
2 parents, 1 child	£120		£240
2 parents, 2 children	£240		£480

**Please keep this leaflet for reference.**

Reviewed: June 2023

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Headteacher: Mrs. H. Atkinson-Smith

## Attendance Policy addition Extended Absence leaflet 2023/2024

Dear Parents/Carers,

The Governing Body of Burnley Brow have adopted the Local Authority's Attendance Policy. From 1st September 2013 there were revisions to the law. This states that:

*"leave of absence during term time shall not be granted unless there are 'exceptional circumstances.'"*

*The Education (pupil registration) (England) (Amendment) Regulations 2013 No.756.*

### What does this mean to you?

Any holidays must be taken during the 13 weeks school holiday throughout the school year and not at any other time.

A request for absence due to an exceptional circumstance will be considered in the first instance if it is a truly exceptional occurrence. After that it will be only be granted if it is the only time in the child's primary education and then only if not in Year 6 before SATs are taken.

*If you need translation of this information, please ask at the office.*

## Application for Extended Absence During Term Time

### Step One:

Book an appointment with Mrs. Burns, in the school office.

Using the LA agreed policy your absence request will be assessed. If your request is due to exceptional circumstances, Mrs. Atkinson-Smith (Headteacher) will need to assess your circumstances.

When you have been informed of the outcome you may make the decision whether to book your extended absence.

### Step Two:

After booking parents must bring their travel documents to confirm that they have booked the dates stated.

### Step Three:

After the extended visit, children should return to school by the stated date.

### Step Four:

A Penalty Notice will be issued from day 5 of your child's absence. If your child does not return to school within 20 schools days, the school will begin the process of taking the child off the school register and inform the Local Authority.

If your child is taken off the register you would need to contact Pupil Services (0161 770 4213) to re-apply for a place at this school.

## Burnley Brow Community School Revised Holiday List September 2023 – July 2024

<b>Autumn Term 1</b> <i>inset</i>	<b>Monday 4th September 2023</b> – school <b>open</b> for staff <b>Tuesday 5th September 2023</b> – school <b>open</b> for children <b>Friday 20th October 2023</b> – school <b>closes</b>
<b>Autumn Term 2</b>	<b>Monday 30th October 2023</b> – school <b>open</b> <b>Friday 22nd December 2023</b> – school <b>closes at 2:00pm</b>
<b>Spring Term 1</b> <i>inset</i>	<b>Monday 8th January 2024</b> – school <b>open</b> for staff <b>Monday 9th February 2024</b> – school <b>open</b> <b>Friday 16th February 2024</b> - school <b>closes</b>
<b>Spring Term 2</b>	<b>Monday 26th February 2024</b> – school <b>open</b> <b>Thursday 28th March 2024</b> – school <b>closes</b>
<b>Summer Term 1</b> <i>Polling Day/Inset</i>	<b>Monday 15th April 2024</b> – school <b>open</b> <b>Thursday 2nd May 2024</b> —school <b>closed (open for staff)</b> <b>Friday 3rd May 2024</b> – school <b>open</b>
<i>Bank Holiday</i>	<b>Monday 6th May 2024</b> – school <b>closed</b> <b>Tuesday 7th May 2024</b> – school <b>open</b> <b>Friday 24th May 2024</b> —school <b>closed</b>
<b>Summer Term 2</b> <i>Eid/Inset</i>	<b>Monday 3rd June 2024</b> – school <b>open</b> <b>Monday 17th June 2024</b> – school <b>open</b> for staff <b>Tuesday 18th June 2024</b> – school <b>open</b> <b>Monday 22nd July 2024</b> – school <b>closes</b> at 2:00pm <b>Tuesday 23rd July 2024</b> – school <b>open</b> for staff
<i>Inset</i>	