

Parents must see Mrs. Parkes to request the absence before taking their child out of school. All holidays will be unauthorised.



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Headteacher: Mrs. H. Atkinson-Smith

Consequences - Unauthorised Absence

Consequences for parents taking children on holiday in term time will result in a Penalty Notice being issued by the Local Authority, from day 5 and your child will be at risk of losing their school place on day 20..

Attendance Policy addition Extended Absence leaflet 2024/2025

Please keep this leaflet for reference.

Unauthorised absence recorded against your child which will lead to a Penalty Notice being issued, which is £80 (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 £80	£120
1 parent, 2 children £160	£240
2 parents, 1 child £160	£240
2 parents, 2 children £320	£480

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. Parkes in the school office.

Step Two:

Parents must bring their travel documents to confirm that they have booked the dates agreed.

Step Three:

Children should return to school by the agreed date or parents must notify the office if dates are changed.

Penalty Notices are issued by the Local Authority upon your return should the child be off for more than 4 school days.

Step Four:

If your child does not return to school by the 20th day, the school will begin the process of taking them off roll and informing the Educational Welfare Officer and begin the process for a Child Missing in Education.

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.

As from 19th August 2024, fine amounts were increased and holidays made unauthorised, regardless of circumstances.

Change of Government in 2024 will lead to increased fines for absence during term time.

Burnley Brow Community School Holiday List September 2024 – July 2025

Autumn Term 1

Inset

Monday 2nd September 2024 – school closed
Tuesday 5th September 2024 – school open for children
Friday 25th October 2024 – school closes

Autumn Term 2

Monday 4th November 2024 – school open
Friday 20th December 2024 – school closes

Spring Term 1

Inset

Monday 6th January 2025 – school closed
Tuesday 7th January 2025 – school open for children
Friday 14th February 2025 – school closes

Spring Term 2

Eid/Inset

Monday 24th February 2025 – school open
Monday 31st March 2025 – school closed
Friday 4th April 2025 – school closes

Summer Term 1

Polling Day/Inset

Tuesday 22nd April 2025 – school open
Thursday 1st May 2025 – school closed
Friday 2nd May 2025 – school open
Monday 5th May 2025 – school closed
Tuesday 6th May 2025 – school open
Friday 23rd May 2025 - school closes

Bank Holiday

Summer Term 2

Wednesday 4th June 2025 – school open
Tuesday 22nd July 2025 – school closes