

At Burnley Brow Community School we will:

- only ever authorise an extended absence if it is an exceptional circumstance and we 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 2 and 6 before children have taken their Statutory Tests in the Summer term.

Parents must see Mrs. Burns or Mr. Burns 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 may 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, this being £60 (per parent, per child).

Note – Penalty Notices are issued per parent, per child and should be paid within 28 days. If payment is not paid within 28 days the tariff doubles, if payment is still not received then you are liable for prosecution. Please see tariff below:

If paid within 28 days		If paid between 28 – 42 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.



Victoria Street Chadderton Oldham OL9 0BY
Telephone: 0161 770 3137
e-mail: info@burnleybrow.oldham.sch.uk

Headteacher: Mrs. H. Atkinson-Smith

Extended Absence

Dear Parents,

November 2016

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?

Holidays must be taken during the 13 weeks school holiday throughout the school year.

The Headteacher will consider individually, any request for absence during term time for an exceptional circumstance and will follow the Government guidelines to determine this decision.

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

Application for Extended Absence During Term Time

School Opens Monday 5th September 2016

Step One:

Book appointment with Mrs. Burns or Mr. Burns in the school office. They will use the LA agreed policy to assess the circumstances of your request for absence. If your request is due to exceptional circumstances, Mrs. Atkinson-Smith (Headteacher) will need to assess your circumstances.

Step Two:

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

Step Three:

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

Step Four:

If your child does not return to school on the date agreed, the school will begin the process of taking them off the school register and inform the Educational Welfare Officer, who will then issue a Penalty Notice.

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

Training Day (Eid) 2016	School closed Tuesday 13th September 2016
Autumn Half Term	School closes Friday 21st October 2016 School opens Monday 31st October 2016
Christmas	School closes Tuesday 20th December 2016 School opens Wednesday 4th January 2017
Spring Half Term	School closes Friday 10th February 2017 School opens Monday 20th February 2017
Easter	School closes Friday 31st March 2017 School opens Tuesday 18th April 2017
Bank Holiday	School closed Monday 1st May 2017 School opens Tuesday 2nd May 2017
Polling Day	School closed Thursday 4th May 2017 School opened Friday 5th May 2017
Summer Half Term	School closes Friday 26th May 2017 School opens Monday 5th June 2017
Training Day (Eid)	School closed Monday 26th June 2017 School opened Tuesday 27th June 2017
Summer	School closes Friday 21st July 2017