

Parents must see Mrs. Parkes to inform school of the absence before taking their child on holiday.

All holidays will be unauthorised.



Victoria Street, Chadderton, Oldham. OL9 0BY
Telephone: 0161 770 3137
e-mail: info@burnleybrow.oldham.sch.uk
Headteacher: Mrs. H. Atkinson-Smith

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		£160
1 parent, 2 children	£160		£320
2 parents, 1 child	£160		£320
2 parents, 2 children	£320		£640

Attendance Policy addition Extended Absence leaflet 2025/2026

Dear Parents/Carers,

The Governing Body of Burnley Brow have adopted the Local Authority's Attendance Policy. From the 19th August 2024, fine amounts were increased and all holiday requests unauthorised.

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.

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.

Parents can be fined twice within a three-year period. After that, other steps like a parenting order or prosecution may be taken.

If prosecuted, you could face a court fine of up to £2,500.00

Please keep this leaflet for reference.

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.

Burnley Brow Community School Holiday List September 2025 – July 2026

Autumn Term 1	Tuesday 2nd September 2025 – school open Friday 24th October 2025 – school closes
Autumn Term 2	Monday 3rd November 2025 – school open Friday 19th December 2025 – school closes
Spring Term 1	Tuesday 6th January 2026 – school open Friday 13th February 2026 – school closes
Spring Term 2 <i>Eid</i>	Monday 23rd February 2026 – school open Friday 20th March 2026 – school closed Monday 23rd March 2026 - school open Friday 27th April 2026 – school closes
Summer Term 1 Bank Holiday <i>Polling Day/Inset</i>	Monday 13th April 2026 – school open Monday 4th May 2026 - school closed Tuesday 5th May 2026 - school open Thursday 7th May 2026 – school closed Friday 8th May 2026 – school open Friday 22nd May 2026 - school closes
Summer Term 2	Monday 1st June 2026 – school open Friday 17th July 2026 – school closes at 2pm.