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| Term | Deadline for PN1 submission | Dates to quote for absence | Monitoring period  |
| Autumn Half Term | 20/10/23 | 2/9/23 to 20/10/23 | 13/11/23 to 1/12/23 |
| Autumn Full Term | 15/12/23 | 2/9/23 to 15/12/23 | 15/1/24 to 2/2/24 |
| Spring Half Term | 2/2/24 | 8/1/24 to 2/2/24 | 26/2/24 to 15/3/24 |
| Spring Full Term | 15/3/24 | 8/1/24 to 15/3/24 | 15/4/24 to 3/5/24 |
| Summer Half Term | 17/5/24 | 8/4/24 to 17/5/24 | 10/6/24 to 28/6/24 |
| Summer Full Term | 12/7/24 | 8/4/24 to 12/7/24 | 9/9/24 to27/9/24 |