



**FOREST HILL SCHOOL**

MAKING A DIFFERENCE

SPECIALIST SCHOOL IN THE PERFORMING ARTS

TO PARENTS/CARERS OF ALL PUPILS YEARS 7 TO 11

October 2013  
Ref: SBY/pab

Dear Parents / Carers

**Re: Changes to the Education Regulations 2013 / Term Time Holidays**

I am writing to inform you of amendments to the Education Regulations that came into force on 1<sup>st</sup> September 2013.

In relation to term time holidays, the amendment makes clear that Headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. If the leave is granted, Headteachers should determine the number of school days a child can be away from school.

**In view of this amendment I want to remind parents/carers that all holidays and visits must be arranged in line with the published school calendar dates.**

There is compelling evidence that demonstrates absence from school has a negative impact on progress and achievement at all Key Stages. The minimum level of attendance expected by the Department for Education is currently set at 95%; this is a realistic target and I would encourage you to support your son in achieving this, or better.

All requests for absence during term time must be made in writing, in advance, but can only be considered in 'exceptional circumstances' which should be detailed in the written request. Where such a request is denied and an absence occurs, this will be marked on the student's record as 'unauthorised absence'.

2013/2014 term time and holiday dates are published on the website for your reference ([www.foresthillschool.co.uk](http://www.foresthillschool.co.uk) View Full Calendar link, bottom right of homepage) as well as in student Daybooks. Parents can anticipate that future requests for absence will only be granted in exceptional circumstances.

Yours sincerely

**Steve Brady  
Headteacher**

Cc: file

Dacres Road  
Forest Hill  
London SE23 2XN

T: 020 8699 9343  
F: 020 8699 9198  
E: [info@foresthill.lewisham.sch.uk](mailto:info@foresthill.lewisham.sch.uk)



**Headteacher: Steve Brady BEd (Hons)**

**[www.foresthillschool.co.uk](http://www.foresthillschool.co.uk)**