



# HERITAGE PARK PRIMARY SCHOOL

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Headteacher:  
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9 January 2024

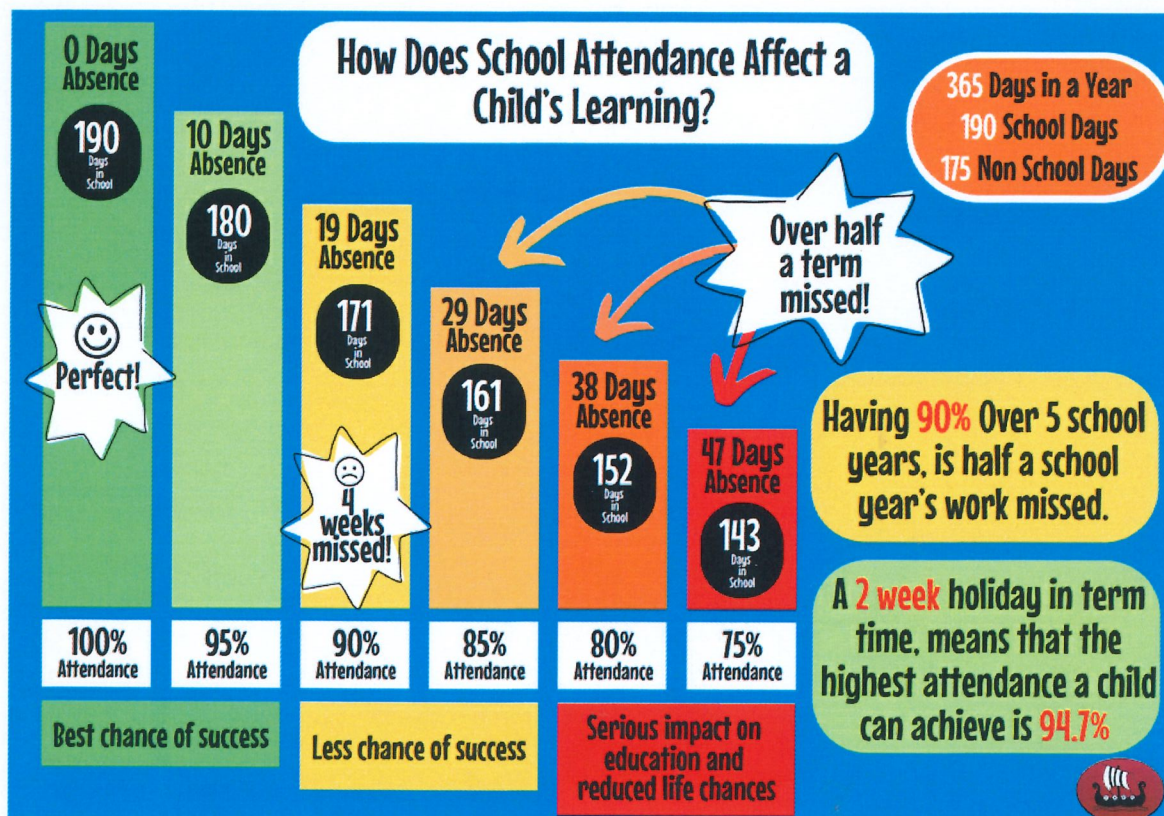
Dear Parents/Carers,

We would like to update you on our attendance to date this academic year.

### School Attendance (Target 95%)

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
93.65%	95.79%	96.61%	96.83%	97.41%	95.87%	96.04%

Thank you for helping us to achieve the target of 95% attendance in most year groups. We cannot stress enough the importance of a high attendance rate in maximising the chances of academic success, as indicated in the chart below:



During last half term we received a concerning number of holiday requests that have had a significant impact on the attendance due to the length of time requested. It is essential that children attend school every day, unless illness prevents them from doing so, or there are genuine, exceptional circumstances.

This term we will continue to monitor children's attendance and all unauthorised days off will be accumulated during the term.

**Please remember that term time holidays cannot be authorised.**

**Arrival at school**

Could we kindly request that parents and carers ensure that children do not arrive at school prior to 8.35am, as the external school site is unsupervised until this time.

For health and safety reasons, please do not enter school site via the staff carpark gates, even if they are open. This carpark is in frequent use at this time of day and is not a pedestrian access point.

We also kindly request that parents park considerately and do not park on the double yellow lines or block the entrance point to the Key Stage 1 entrance gate or the staff carpark. Parking is very limited and we encourage you to walk to school, wherever possible.

We continue to carefully monitor those children who are arriving late at school. Please ensure your child/children arrive at school for a prompt 8.45am start. The data below shows the total number of late arrivals and minutes of lost learning for each year group for this academic year to date (14 children were late for school today, Tuesday 9 January 2024).

<b>Year Group</b>	<b>Total number of late arrivals by year group</b>	<b>Total number of minutes late by year group</b>
Reception	47	392
Year 1	43	505
Year 2	39	456
Year 3	57	477
Year 4	36	194
Year 5	59	485
Year 6	57	569

Late arrivals create additional work for the office staff as well as for the class-based staff who then have to allocate additional time to re-explain tasks when the initial instruction has been missed. This is often to the detriment of the other pupils in the class, and we are keen to eradicate this for the benefit of all concerned.

Kind regards



Miss Bell  
Headteacher