Archbishop Wake
CE Primary School

Headteacher: Mr Daniel Lasbury-Carter
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Aim high, believe; Fly high, achieve.

Monday 8th September 2025

ATTENDANCE – IN THIS TOGETHER

Dear Parents/Carers,

I hope that your child has had a lovely summer break, and we are pleased to welcome them back to school.

Good attendance and punctuality remain a top priority for us at Archbishop Wake Primary School this academic year. This is because regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident adults who are able to realise their full potential and make a positive contribution to their community.

We work hard to ensure that your child is supported in school to feel safe, to be the best they can be, and to develop a sense of belonging both with their peers and as part of their wider school community. Regular attendance really does matter.

As a parent/carer it is your responsibility that your child attends school each day. We recognise that at times some children and young people can find attending school less easy than others. We are here to help. If your child is experiencing difficulties, please do get in touch as soon as you are able. You can call us 01258 453120 or email us office@archbishopwake.dsat.org.uk or speak to your child's class teacher. We welcome you taking the lead on starting conversations at any point about supporting your child as we want what is best for them too.

As parents/carers you can best support your children to secure regular attendance and punctuality by:
• Ensuring they arrive at school on time every day between 8.45am and 8.55am.
•Arranging dental and medical appointments outside of school hours where possible
• Informing the school if your child is too unwell to attend. Please let us know before the start of the school day. (To assist parents in deciding whether their child is too ill to attend school, the NHS have produced a weblink you mind find useful: Is my child too ill for school? NHS) https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/
•Taking holidays during school holiday periods only
•Attending parents' evenings and school events
•Discussing any problems or difficulties with the school as soon as they arise – staff are here to help

Our attendance policy is available to read on our school website.
https://www.archbishopwake.dsat.org.uk/attendance/
This explains how we monitor attendance and follow up absence. If you have any difficulties accessing our policy, please let us know so that we can provide it in an alternative format.
Thank you for working with us and continuing to support us in maximising your child's attendance to help their learning, well-being and future success. Please do not hesitate to contact us if you have any queries or concerns and thank you for your support.

Yours sincerely,

Miss Roach
Deputy Headteacher