

## Attendance – Register Sweeps

### IMPORTANT INFORMATION TO PARENTS/CARERS

We know you support our work to maintain high standards of attendance and I am writing to let you know that the School's Attendance Officers will be conducting a 'Register Sweep' for The Gilbert School on Tuesday 24<sup>th</sup> January 2012.

Attendance Officers will arrange to visit the homes of those students who are absent from school at the close of registration, unless the school has been contacted with a reason as to the student's absence. It is obviously particularly important that we know about any absences.

We would ask all parents/carers to ensure you contact the school if your child is unwell or has an appointment (e.g. dentist) as soon as possible. Messages can be left on the school answerphone or an email may be sent to [absence@gilberd.com](mailto:absence@gilberd.com).

In advance, many thanks for your support.

Mrs L Exley  
Headteacher