

## Initial Teacher Education

## Attendance Record

- Complete the attendance record on a daily basis. Enter 'P' for present or 'A' for 'absent'
- If you are absent you must inform the school/college and the Faculty of Education Reception (01695 584790).
- You will follow the practice school/setting's holiday arrangements

| Trainee Placement Information |  |                                 |  |
|-------------------------------|--|---------------------------------|--|
| Trainee Name                  |  | Subject/Key<br>Stage/Year Group |  |
| Trainee ID No                 |  |                                 |  |
| School Name                   |  |                                 |  |

[illegible]

|                 |
|-----------------|
| Additional Days |
|-----------------|

| Dates | Total days absent | Reason for absence |
|-------|-------------------|--------------------|
|       |                   |                    |
|       |                   |                    |
|       |                   |                    |
|       |                   |                    |