* 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** | | | |
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| **Trainee Name** |  | **Subject/Key Stage/Year Group** |  |
| **Trainee ID No** |  |
| **School Name** |  | | |
| **Total number of days completed in setting** |  | | |

| **Attendance Record** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week Commencing | **Mon** | | **Tue** | | **Wed** | | **Thu** | | **Fri** | | No. of days attended this week | Mentor/ Supervising Tutor Signature |
| AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
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| Additional Days |
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| Dates | Total days absent | Reason for absence |
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