

## 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			
<b>Trainee Name</b>		<b>Subject/Key Stage/Year Group</b>	
<b>Trainee ID No</b>		<b>Subject/Key Stage/Year Group</b>	
<b>School Name</b>			
<b>Total number of days completed in setting</b>			

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		

<b>Additional Days</b>

Dates	Total days absent	Reason for absence