Chronology Non-Attendance- template

**PURPOSE: To record absences and build a bigger picture of concerns**

*\*To keep at the front of the safeguarding folder of each child*

Name of Child:

|  |
| --- |
| **Chronology of non-attendance for each term** |
| **Date of absence:****Time recorded:** | **Who notified the setting (Parent/carer, grandparent):****Name of practitioner who was notified:****Email/Telephone call/Text?****Reason for absence:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |
| **Date of absence:****Time recorded:** | **Who notified the setting (Parent/carer, grandparent):****Name of practitioner who was notified:****Email/Telephone call/Text?****Reason for absence:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |
| **Date of absence:****Time recorded:** | **Who notified the setting (Parent/carer, grandparent):****Name of practitioner who was notified:****Email/Telephone call/Text?****Reason for absence:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |
| **Date of absence:****Time recorded:** | **Who notified the setting (Parent/carer, grandparent):****Name of practitioner who was notified:****Email/Telephone call/Text?****Reason for absence:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |
| **Date of absence:****Time recorded:** | **Who notified the setting (Parent/carer, grandparent):****Name of practitioner who was notified:****Email/Telephone call/Text?****Reason for absence:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |
| **Date of absence:****Time recorded:** | **Who notified the setting (Parent/carer, grandparent):****Name of practitioner who was notified:****Email/Telephone call/Text?****Reason for absence:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |
| **Date of absence:****Time recorded:** | **Who notified the setting (Parent/carer, grandparent):****Name of practitioner who was notified:****Email/Telephone call/Text?****Reason for absence:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |

|  |
| --- |
| **Further information/notes:** |