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:

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| **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/lateness:****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/lateness:****Follow up of concerns (LCSS/MASH/EHA/other professional involvement):** |
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| **Further information/notes:** |