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):** |
| **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:** |