**Record of non-attendance**

*NAME OF SETTING HERE*

***REASON FOR ABSENCE CODE NOTIFICATION CODE***

***H*** *= holiday;* ***S*** *= sickness;* ***M*** *= medical appointment;* ***NK*** *= not-known* ***PC*** *= phone call;* ***V*** *= verbally in person;* ***W*** *= written e.g. email, letter, text message*

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| **Name of child** | **Date(s) of absence** | **Reason for absence** | **How was the setting notified?** | **Which staff member was notified?** | **Phone call required?**  **(time & date of call)** | **Reason given?** | **Any follow up / support required?** |
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