Record of Attendance

| **Dates** | **Week beginning** |  | **Total Days in School** |
| --- | --- | --- | --- |
| Week 1 | 27/2/25 | Present  Absent | Click or tap here to enter text. |
| Week 2 | 6/3/25 | Present  Absent | Click or tap here to enter text. |
| Week 3 | 13/3/25 | Present  Absent | Click or tap here to enter text. |
| Week 4 | 20/3/25 | Present  Absent | Click or tap here to enter text. |
| Week 5 | 27/3/25 | Present  Absent | Click or tap here to enter text. |
| Week 6 | 3/4/25 | Present  Absent | Click or tap here to enter text. |
| Week 7 | 10/4/25 | Present  Absent | Click or tap here to enter text. |
| Week 8 | 1/5/25 | Present  Absent | Click or tap here to enter text. |
| Week 9 | 8/5/25 | Present  Absent | Click or tap here to enter text. |
| Week 10 | 15/5/25 | Present  Absent | Click or tap here to enter text. |
| Week 11 | 19/5/25  Monday | Present  Absent | Click or tap here to enter text. |
| Tuesday | Present  Absent | Click or tap here to enter text. |
| Wednesday | Present  Absent | Click or tap here to enter text. |
| Thursday | Present  Absent | Click or tap here to enter text. |
| Friday | Present  Absent | Click or tap here to enter text. |

**I confirm the trainee was present in school on the dates shown above:**

Signature (School mentor): Click or tap here to enter text. Date: Click or tap to enter a date.

Note to trainee: If you are absent from school due to sickness or emergency, you are required both to **contact the school on each day of the absence in line with school policy AND ALSO to inform the Faculty of Education Office by email each day to** [**secondaryprogrammes@newman.ac.uk**](mailto:secondaryprogrammes@newman.ac.uk).Planned absences must be authorised in advance using the Faculty of Education’s Leave of Absence Form in accordance with the Attendance Policy, and it is your responsibility also to inform the school according to school procedures.

**On conclusion of the placement the trainee must upload a copy of this Record of Attendance to their ePortfolio).**