

**RECORD OF SCHOOL ATTENDANCE**

You must keep a signed record of attendance of school based training and experience. Please adapt this proforma so it records ALL the days you have spent in school, whether on assessed placement or other school-based experiences.

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| **Student name:** |
| **School name:** |

| **Week beginning** | **Nature of experience e.g. assessed block placement, phonics experience week, EYFS experience day, SEND experience, etc.** | **Number of days attended in this week** | | **Signature (mentor)** |
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| **Add additional rows as required** | | | **Total days on this sheet:** | |
|  | | | **Running total of days spent in school over course:** | |