# PGCE Secondary Attendance Record

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| Complete this throughout your placements. You will upload this at the end of each block (3 times) |
| **Name:** |  | **Subject:** |  |
| **Key:** | **Training Day** |  | **School Day** |  |
| **Reading Week** |  | **Holiday** |  |

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| **Week Beg:** | **M** | **T** | **W** | **T** | **F** | **TD** | **SD** | **Reason for Abs.** |
| **13Sep 21** |  |  |  |  |  | **5** | **0** |  |
| **20 Sep 21** |  |  |  |  |  | **5** | **0** |  |
| **27Sep 21** |  |  |  |  |  | **5** | **0** |  |
| **4 Oct 21** |  |  |  |  |  | **1** | **4** |  |
| **11 Oct 21** |  |  |  |  |  | **1** | **4** |  |
| **18 Oct 21** |  |  |  |  |  | **1** | **4** |  |
| **25 Oct 21** |  |  |  |  |  | **0** | **0** |  |
| **1 Nov 21** |  |  |  |  |  | **1** | **4** |  |
| **8 Nov 21** |  |  |  |  |  | **1** | **4** |  |
| **15 Nov 21** |  |  |  |  |  | **1** | **4** |  |
| **22 Nov 21** |  |  |  |  |  | **1** | **4** |  |
| **29 Nov 21** |  |  |  |  |  | **1** | **4** |  |
| **6 Dec 21** |  |  |  |  |  | **1** | **4**  |  |
| **13 Dec 21** |  |  |  |  |  | **1** | **4** |  |
| **20 Dec 21** | **H** | **H** | **H** | **H** | **H** | **0** | **0** |  |
| **27 Dec 21** | **H** | **H** | **H** | **H** | **H** | **0** | **0** |  |
| **3 Jan 22** | **H** |  |  |  |  | **4** | **0** |  |
| **10 Jan 22** |  |  |  |  |  | **5** | **0** |  |
| **17 Jan 22** |  |  |  |  |  | **1** | **4** |  |
| **24 Jan 22** |  |  |  |  |  | **1** | **4** |  |
| **31 Jan 22** |  |  |  |  |  | **1** | **4** |  |
| **7 Feb 22** |  |  |  |  |  | **1** | **4** |  |
| **14 Feb 21** |  |  |  |  |  | **0** | **5** |  |
| **21 Feb 22** |  |  |  |  |  | **0** | **0** |  |
| **28 Feb 22** |  |  |  |  |  | **5** | **0** |  |
| **07 Mar 22** |  |  |  |  |  | **0** | **5** |  |
| **14 Mar 22** |  |  |  |  |  | **0** | **5** |  |
| **21 Mar 22** |  |  |  |  |  | **0** | **5** |  |
| **28 Mar 22** |  |  |  |  |  | **0** | **5** |  |
| **04 Apr 22** |  |  |  |  |  | **0** | **5** |  |
| **11 Apr 22** | **H** | **H** | **H** | **H** | **H** | **0** | **0** |  |
| **18 Apr 22** | **H** | **H** | **H** | **H** | **H** | **0** | **0** |  |
| **25 Apr 22** |  | Uni or school |  | **1 or 4** | **1 or 4** |  |
| **02 May 22** | **BH** |  |  |  |  | **0** | **4** |  |
| **9 May 22** |  |  |  |  |  | **0** | **5** |  |
| **16 May 22** |  |  |  |  |  | **0** | **5** |  |
| **22 May 22** |  |  |  |  |  | **1** | **4** |  |
| **30 May 22** |  |  |  | **BH** | **BH** | **0** | **0** |  |
| **06 Jun 22** |  |  |  |  |  | **0** | **5** |  |
| **14 Jun 22** |  |  |  |  |  | **0** | **5** |  |
| **20 Jun 22** |  |  |  |  |  | **2** | **3** |  |

# Summary of Attendance

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| **Block 1: Summary of Attendance:** |
| **Number of days completed in school**  |  |
| **Additional days completed**  |  |
| **Number of days absent during placement** |  |
| **TOTAL NUMBER OF DAYS COMPLETED** |  |
| **Subject Mentor Signature:** |  |

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| **Block 2 Summary of Attendance:** |
| **Number of days completed in school** |  |
| **Additional equivalent days completed**  |  |
| **Number of days absent during placement** |  |
| **TOTAL NUMBER OF DAYS COMPLETED** |  |
| **Subject Mentor Signature:** |  |

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| **Block Summary of Attendance:** |
| **Number of days completed in school**  |  |
| **Additional equivalent days completed**  |  |
| **Number of days absent during placement** |  |
| **TOTAL NUMBER OF DAYS COMPLETED** |  |
| **Subject Mentor Signature:** |  |

|  |  |
| --- | --- |
| **TOTAL NUMBER OF DAYS COMPLETED**  |  |
| **Additional Days required to make 120 explain how you will comply with this.** |  |