|  |  |  |  |
| --- | --- | --- | --- |
| School: |  | Support First Chronology (academic YTD) | |
| Pupil Name: |  | Date of Birth |  |

Phone Calls and Messages (daily texts can be noted on one line and attached if needed)

|  |  |
| --- | --- |
| Date | Description |
|  |  |
|  |  |
|  |  |
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Letters / emails – Detail all letters sent addressing attendance

|  |  |
| --- | --- |
| Date | Type of correspondence / reason for letter |
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Wishes and Feelings

|  |  |
| --- | --- |
| Date | Staff Member |
|  |  |
|  |  |

Home Visits

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Staff Member | Who was seen/spoken to? | Child seen? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Meetings – Parents should be offered at least 3 meetings which should be noted below.

|  |  |
| --- | --- |
| Date | Meeting Type |
|  |  |
|  |  |
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