Sample Register Template

Reasons for absence: **H** = Holiday, **S** = Sick/not well, **U** = Unexplained

| Date – week beginning: | | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours attended |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s name: | Time of arrival |  |  |  |  |  |  |
| Time of collection |  |  |  |  |  |  |
| Reason for absence |  |  |  |  |  |  |
| Child’s name: | Time of arrival |  |  |  |  |  |  |
| Time of collection |  |  |  |  |  |  |
| Reason for absence |  |  |  |  |  |  |
| Child’s name: | Time of arrival |  |  |  |  |  |  |
| Time of collection |  |  |  |  |  |  |
| Reason for absence |  |  |  |  |  |  |