



Bespoke Consultancy and Education Ltd (BCE) **Late or Absence Recording Sheet**

Please hand this to your Assessor/Tutor at the end of the lesson and discuss before leaving the class

Learner Name

Date of
Lateness or
Absence
Assessor/Tutor
Name

Reason for
Lateness or
Absence

Points
discussed and
agreed

Assessor/Tutor signature Learner signature

Print Print

Date Date

