

Attendance Timesheet 2021-2023 LA6 Community Grant

Name of Learner:		Organisation:	
Name of Project:		Delivery Location	
Start Date:		Actual end date:	
		Total hrs completed:	

Complete with following: Number of hours attended or A = absent; N = notified absence.

Week Commencing	Monday		Tuesday		Wednesday		Thursday		Friday		No. of Hrs completed per wk.	Learner Signature
Example 03/01/2022	AM	9-11	AM		AM	9-11	AM		AM		12	Please ensure the learner signs each week.
Example 03//01/2022	PM	12-4	PM		PM	12-4	PM		PM			
Example 10/01/2022	AM		AM		AM		AM		AM			
Example 10/01/2022	PM		PM		PM		PM		PM			
Example 17/01/2022	AM		AM		AM		AM		AM			
Example 17/01/2022	PM		PM		PM		PM		PM			
Example 24/01/2022	AM		AM		AM		AM		AM			
Example 24/01/2022	PM		PM		PM		PM		PM			
Example 31/01/2022	AM		AM		AM		AM		AM			
Example 31/01/2022	PM		PM		PM		PM		PM			
Tutor Name and Signature												

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Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday	No. of Hrs completed per wk.	Learner Signature
Example 07/02/2022	AM	AM	AM	AM	AM		
Example 07/02/2022	PM	PM	PM	PM	PM		
Example 14/02/2022	AM	AM	AM	AM	AM		
Example 14/02/2022	PM	PM	PM	PM	PM		
Example 21/02/2022	AM	AM	AM	AM	AM		
Example 21/02/2022	PM	PM	PM	PM	PM		
Example 28/02/2022	AM	AM	AM	AM	AM		
Example 28/02/2022	PM	PM	PM	PM	PM		
Example 07/03/2022	AM	AM	AM	AM	AM		
Example 07/03/2022	PM	PM	PM	PM	PM		
Example 14/03/2022	AM	AM	AM	AM	AM		
Example 14/03/2022	PM	PM	PM	PM	PM		
Example 21/03/2022	AM	AM	AM	AM	AM		
Example 21/03/2022	PM	PM	PM	PM	PM		
TOTAL HOURS COMPLETED ON THE PROJECT							
Tutor Name and Signature							