

MODULE 4

Chronology

The dated spine of every case



Why this matters

A court reads a case as a story. Scatter the dates and it falls apart.



Remember this

“Read your chronology to someone who knows nothing about the family. If they can follow what happened and why you are escalating, it works. If they have to ask questions, it is not finished.”



What good looks like

- Events in date order, from first signs to escalation
- Each entry: date, what happened, who (name + role), and the source or exhibit reference showing where it's evidenced
- Link absence → support offered → parent's response
- Plain English, factual, no acronyms
- A chronology is a selected factual sequence, not a copy of every system entry



Common mistakes

- Events grouped by type, not by date
- Missing dates, or empty gaps with no detail
- Actions with no named person or source
- Absence with no linked support or response anywhere in the account
- Fragmented sentences; difficult to read and understand



In practice

- Read it to someone who knows nothing about the family — can they follow it?
- Weak sentence: 14 Sept — poor attendance, spoke to mum’.
- Strong sentence: On 14/09/2026, James was absent. Sharon Kilton (mother) was called and she confirmed that she and Sam Kilton (father) were on holiday with James, returning on 21/09/2026. Letter prepared and sent via email to parents’ separate email addresses to inform them of unauthorised absence and next steps.

Independent schools: Independent schools build the same chronology; it supports the s444(1A) request rather than an NTI/PN.



Your takeaway

Chronology / timeline builder

One row per event, in date order. Fill every column.



Before you submit

“Would this stand up in court?”

Offence proven · chronology clear · escalation justified · every line fact.

