

Module 7 · Takeaway

Exhibit labelling & linking guide

Printable. One line per exhibit. If a line is blank, fix it before submitting.

For every exhibit

☐	Label: witness initials + 01, 02..., in the order it appears in the statement e.g. KR01, KR02 etc.
☐	Reference: the sentence in the statement that relies on it.
☐	Relevance: it proves a fact in the case (not background or padding).
☐	Redaction: third-party, medical and GDPR detail removed; evidence kept.

Standard exhibit set for Other Unauthorised Absences

☐	Attendance policy
☐	Attendance certificate
☐	Chronology of events
☐	Communication logs
☐	Meeting notes
☐	Letters/emails to parents
☐	Notes from staff and external agencies

Standard exhibit set for G-coded absences (holiday/leisure)

☐	Attendance policy
☐	Attendance certificate
☐	Request from the parent(s)
☐	Response from the school with cover letter to the parent (name, address and date)
☐	Any other correspondence