



UCS ABSENCE PROCEDURE

Should my child stay at home?

ILLNESS

Check NHS 'should I keep my child off school?' poster, to see if your child should come to school?

Yes

Come to school

No

Follow the steps below

Email or phone the school by 8.20am of EACH DAY of absence

Phone: 01204028700 (option 1)

Or

Email: ucs-studentabsent@quest-trust.org.uk

- Child's name
- Form Group
- Reason for absence

IMPORTANT

If you do not report an absence, it is recorded as UNAUTHORISED.

PLANNED

- Medical appointment
- Professional sporting event
- Professional arts event

Download a form from the school website: absence form.

Please email ucs-attendance@quest-trust.org.uk if you have trouble accessing the form

Complete and return the form to:

- Email: ucs-attendance@quest-trust.org.uk or
- School office

Approved

Not approved

Parents informed

IMPORTANT

If the request is not approved your child must come to school.

If you chose to keep them off school this will be recorded as unauthorised.

You may face a penalty notice.

