MCAS (My Child at School) - Reporting Absences

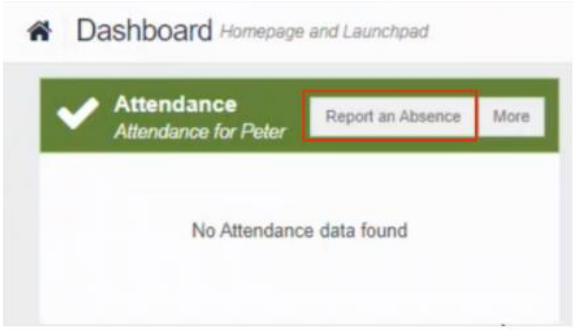
Following a new update, we are pleased to be able to use MCAS to report whole day absences. Currently this can only be completed using the desktop site (there will be a release later in the year which will include using the Parent App).

To report your child's absence please either:

- Report a whole day absence through MCAS (Using the desktop site only).
- Telephone the 24-hour absence line (01403 248111) to report an absence.

Please report absences using one of these methods **prior to 9am** so that we can account for all absences.

Reporting your child's absence through MCAS



Clicking on the **Report an Absence** button - parents can enter details of the absence and send the notification to the school.

- **Student**: You can select one or more students.
- **Date From**: You will be able to select today's date or a date in the future.
- **Date To**: Defaults to the Date From. You will be able to select today's date or a date in the future.
- **Message**: You should provide details of the absence.
- **Attachments:** You can attach multiple files up to 20MB each (PDF, JPG, Word, Excel, and XML)
- **Close**: No action will be carried out and you will be returned to the previous page.
- **Send**: This will send the Absence Notification to the school.

Following this process, you will receive a confirmation email when the Absence Notification has been sent successfully. **Please do not reply to this confirmation email as they will not be received or recorded.**

Should you have any questions or require any help please do get in touch.