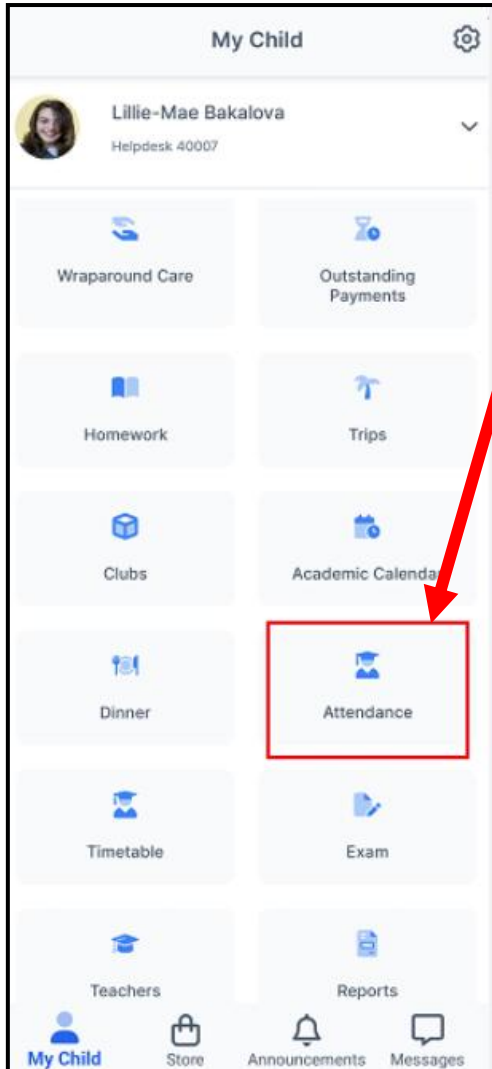
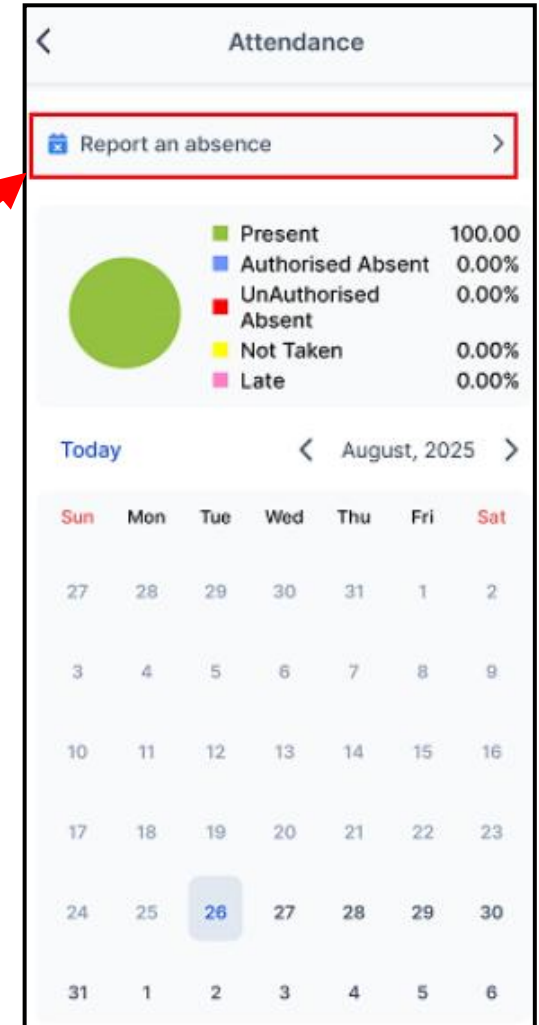


Reporting an absence using MCAS

- 1 To notify the school of a child's absence within the MCAS App or website, Parents should select **Attendance** from the dashboard.



- 2 Then, select **Report an Absence** at the top of the screen.



3 On the next screen they will need to fill out all required information, any field with an asterisk (*) is mandatory.

The screenshot shows the 'Absence Notification' form. Red arrows point from the explanatory text on the right to the following fields in the form: 'Student*', 'Date From*', 'Date To*', the 'Time' checkbox, 'Time From*', 'Time To*', 'Message*', and the '+ Add Attachments' button.

Absence Notification

Student*
Lillie-Mae Bakalova

Date From*
26/08/2025

Date To*
26/08/2025

Select a time only if your child is arriving after the school day has started or is leaving before the school day ends

☒ Time

Time From*
08:25

Time To*
12:00

Message*
Lillie-Mae has a doctors appointment this morning and will come in afterwards.

Attachment
+ Add Attachments

Student – Parents can select one student, or siblings who attend the same school.

Date From – Use the calendar icon to select the Start Date of the absence, this will default to today.

Date To – Select the End Date of the absence, this will default to the Date From but parents can select a future date.

Time – If the absence is for only part of a day, parents can tick this box to enable the Time from and Time to fields to be edited:

Time From – Select the Start Time of the absence

Time To – Select the End Time of the absence

Message – Enter a description of the reason for the absence.

Attachment – You can use this to upload documentation relating to the absence, press Add Attachments to select documents from your files.

Once the information is correct, scroll to the bottom and click **Send**.

This screenshot shows the bottom portion of the form. A red box highlights the blue 'Send' button at the bottom. A red arrow points from the text above down to the 'Send' button.

☒ Time

Time From*
08:25

Time To*
12:00

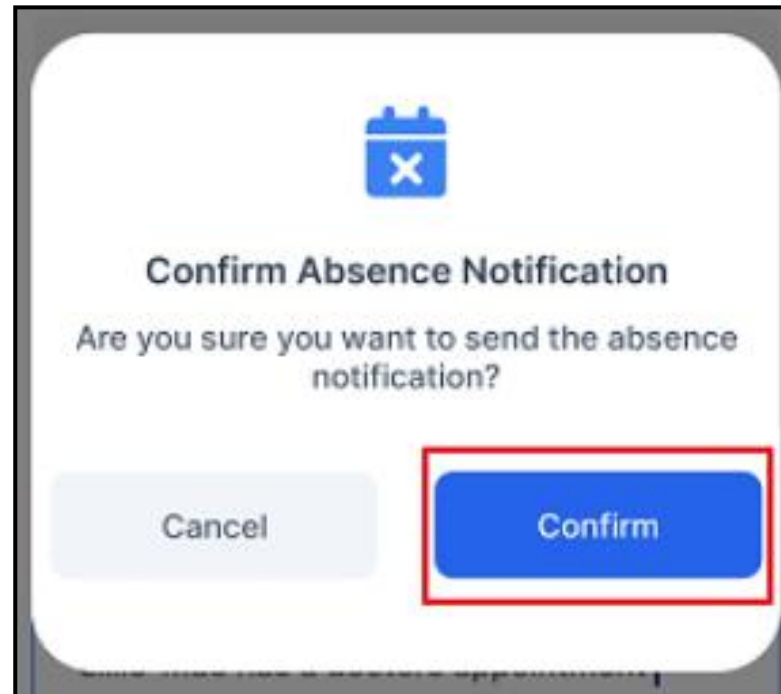
Message*
Lillie-Mae has a doctors appointment this morning and will come in afterwards.

Attachment
+ Add Attachments

Send

4

The following confirmation message will be displayed, click Confirm to continue or Cancel to return to the Absence Notification form to make changes.



When a parent submits an absence notification via the MCAS Parent App or the desktop site, it will appear as an Absence Notifications in school for them to authorise or not