

Reporting an Absence in MyChildAtSchool (MCAS) app

Parents notify the school of their child's absence directly through the MyChildAtSchool (MCAS) app.

Step 1: Open Attendance

1. Open the **MCAS App** and log in.
2. From the dashboard, select **Attendance**.

Step 2: Report an Absence

1. Select **Report an Absence** at the top of the screen.
2. The **Absence Notification** form will open.

Step 3: Complete the Absence Notification Form

Complete all required fields. Any field marked with an asterisk (*) is mandatory.

Student

Select the student who will be absent.

If you have more than one child attending the same school, you can select multiple students where appropriate.

Date From

Select the **start date** of the absence using the calendar icon.

This field will automatically default to today's date.

Date To

Select the **end date** of the absence.

This field will default to the same date as the **Date From** field but can be changed if the absence will last for more than one day.

Time (Part-Day Absences)

If the absence is only for part of a day:

1. Tick the **Time** checkbox.
2. Enter the following details:
 - **Time From:** The start time of the absence.
 - **Time To:** The end time of the absence.

Message

Enter the reason for the absence. Please provide as much relevant information as possible.

Attachment (Optional)

If required, you can upload supporting documentation.

1. Select **Add Attachments**.

2. Choose the relevant file from your device.
3. Upload the document.

Examples might include appointment letters, medical evidence, or other supporting documentation.

Step 4: Submit the Absence

1. Review the information you have entered.
2. Scroll to the bottom of the form.
3. Select **Send**.

Step 5: Confirm Submission

A confirmation message will be displayed.

- Select **Confirm** to submit the absence notification to the school.
- Select **Cancel** if you need to return to the form and make any changes.

Once confirmed, your absence notification will be sent to the school for review.

Important Information

- Absences should be reported as early as possible on the day of the absence.
- A separate absence report may be required for each child if you have more than one child at the school.
- Medical and dental appointments should be supported by evidence where requested by the school.
- Reporting an absence does not automatically mean that the absence will be authorised. The school will assess the information provided in line with attendance regulations.