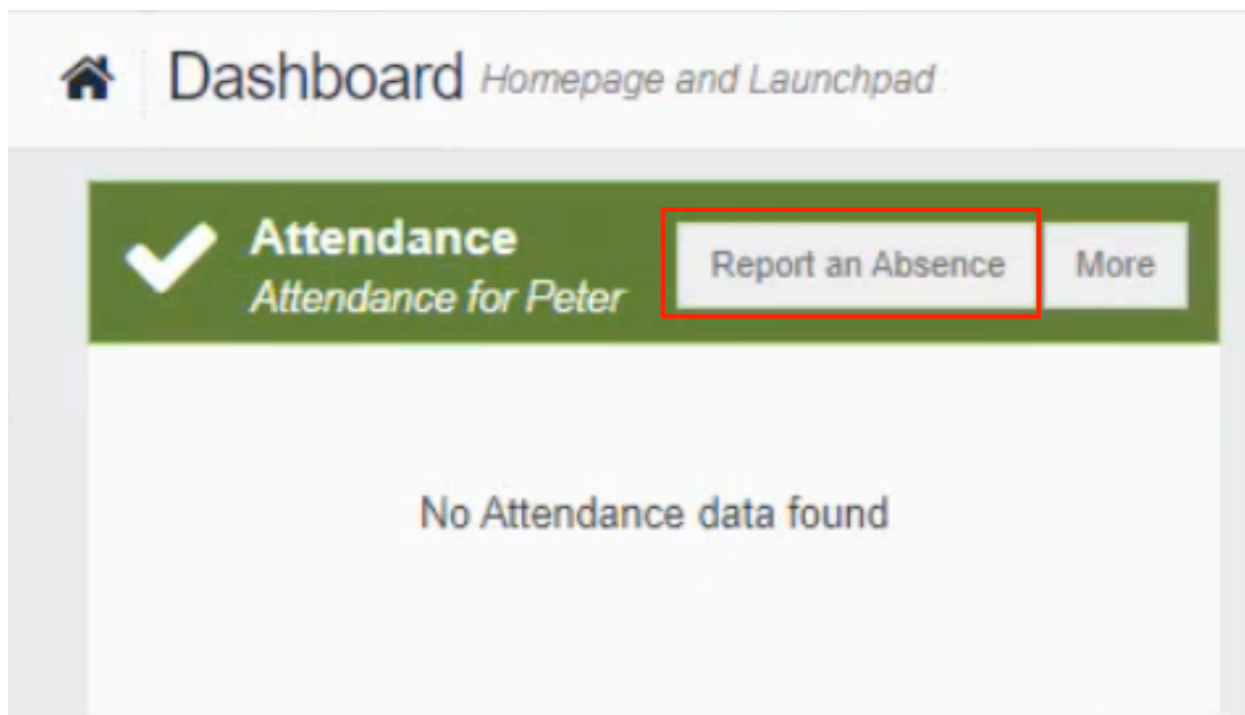


Reporting an absence via My Child at School (MCAS)

How to notify the school of a child's future absence in the desktop site:

Go to MyChildAtSchool > Dashboard > Attendance.

Click on the Report an Absence button.



This button is also visible in the MCAS > Attendance screen.

my child at school.com

Bromcom BETA Regression - 711318






✓ Attendance *Attendance for Peter*

Peter Adderley
Change Student

Report an Absence

Filters

Select Year Year 9 - 23/24

 Present
 Late
 Future Date
  Authorised Absent
 Not Taken

2023 - 2024

August							September							October			
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
		1	2	3	4	5						1	2				
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11

After clicking on the Report an Absence button, enter details of the absence (for whole days only) and then press Send to notify 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, or you can select a date in the future.
- Time : tick this box if the Absence spans only part of a day to enter the start and end times for the absence.
 - Time From : Enter the Start Time of the absence
 - Time To: Enter the End Time of the absence
- Message: please 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 return to the previous page.
- Send: this will send the Absence Notification to the school.

Student *

Date

☐ Time

Select a time only if your child will be arriving late or leaving early during the school day.

Reason *

Attachment Browse files"/>

After selecting Send, a confirmation popup will appear. Click Proceed.

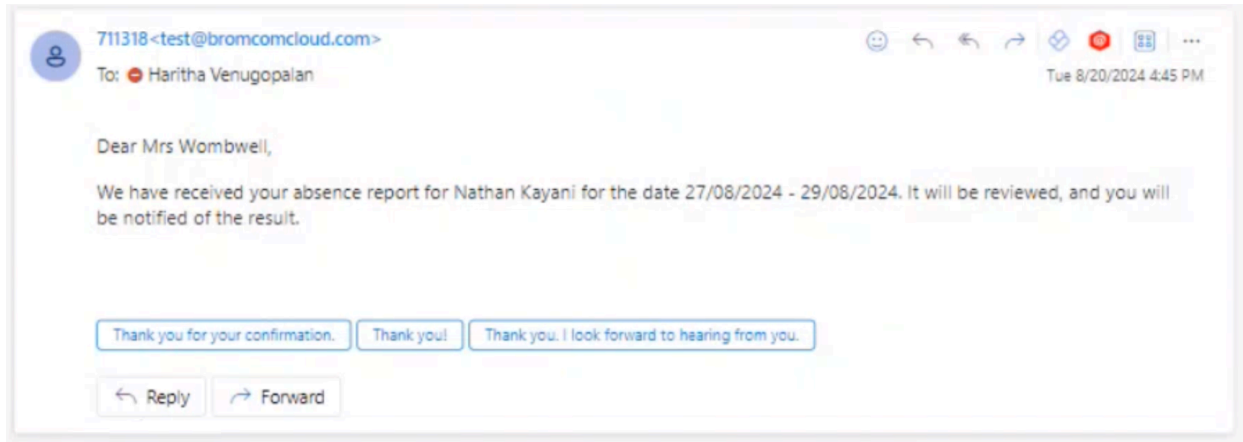
Confirmation

Are you sure you wish to Report this Absence?

A success message will appear:

Absence report sent successfully

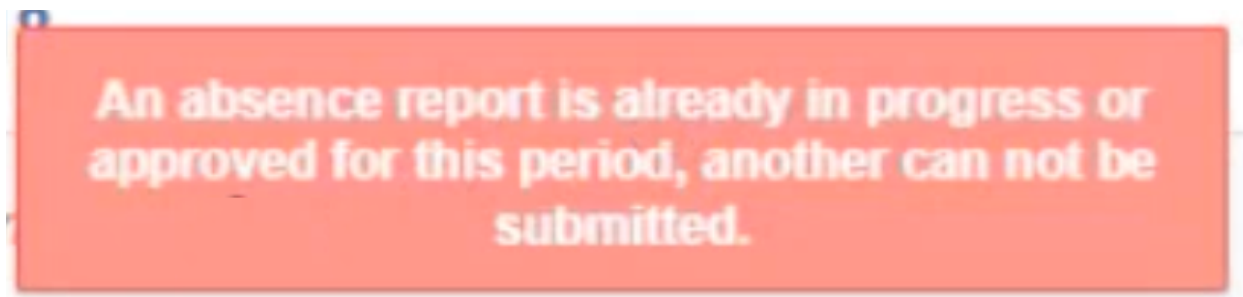
You will receive a confirmation email when the Absence Notification has been sent successfully.



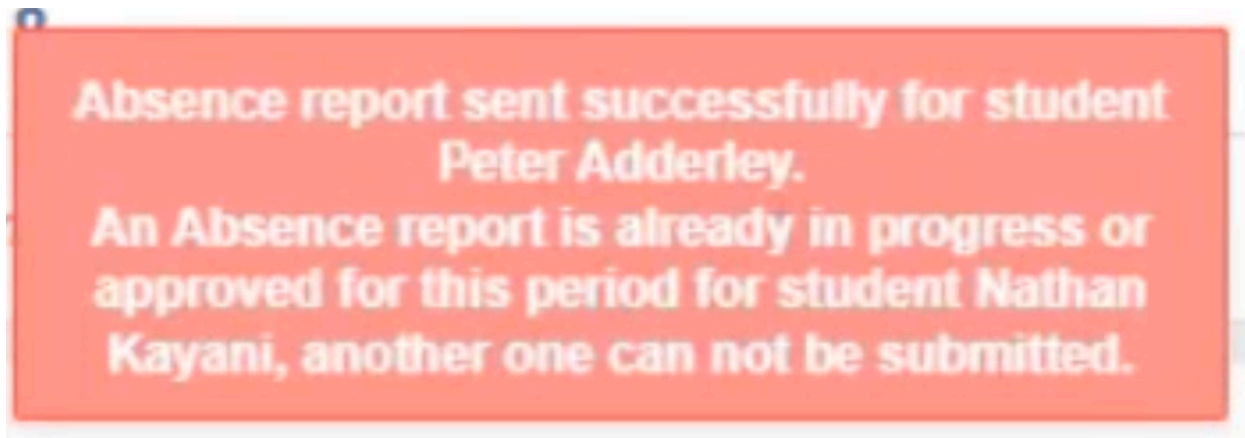
IMPORTANT: Please do not reply to the confirmation email, these replies will not be received.

After selecting Proceed, the following alert will appear only if:

- An Absence Notification is in progress or has been approved for that student for that period:

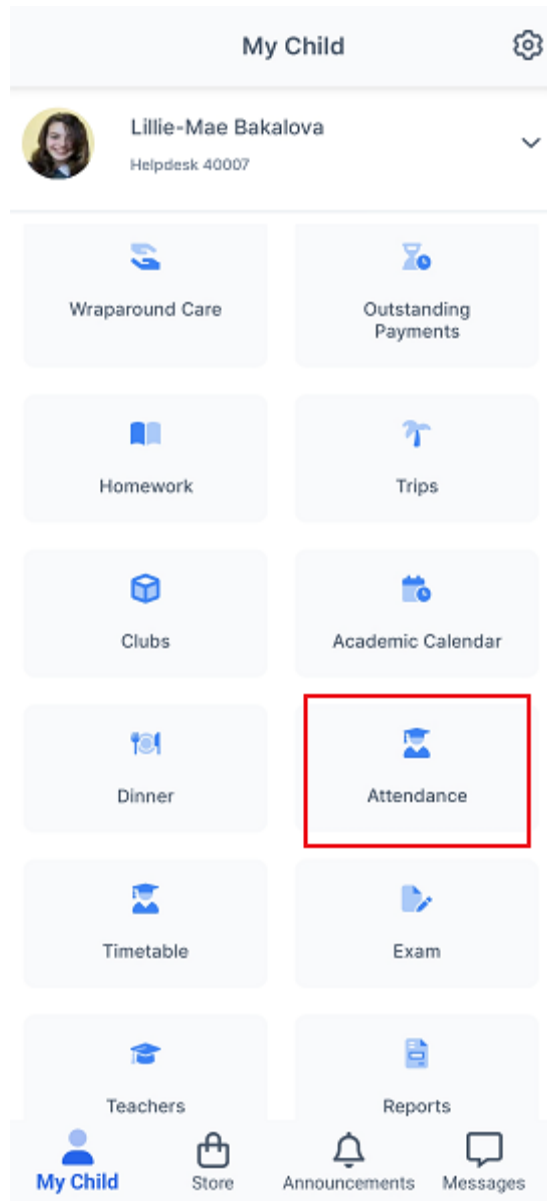


- Or, if an Absence Notification is in progress or has been approved for one or more students when selecting multiple students for that period, the following message will appear:



How to notify the school of a child's future absence in the App

To notify the school of a child's absence within the MCAS App, select Attendance from the dashboard.



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

<

Attendance

Report an absence

>

■ Present

■ Authorised Absent

■ UnAuthorised Absent

■ Not Taken

■ Late

100.00

0.00%

0.00%

0.00%

0.00%

Today

< August, 2025 >

Sun

Mon

Tue

Wed

Thu

Fri

Sat

27

28

29

30

31

1

2

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4

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6

7

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9

10

11

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1

2

3

4

5

6

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

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

Date From*

08:25

Date 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 multiple students 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, click Send.

☒ Time


Time From* Time To*

08:25 12:00


Message*

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

Attachment + Add Attachments

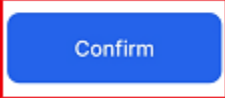
 Send

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



Confirm Absence Notification

Are you sure you want to send the absence notification?

Cancel 

How to review the outcome of an Absence Notification:

Go to MyChildAtSchool > Inbox.

Parents will receive a message regarding Approved and Rejected Absence Notifications in the MCAS Inbox.

