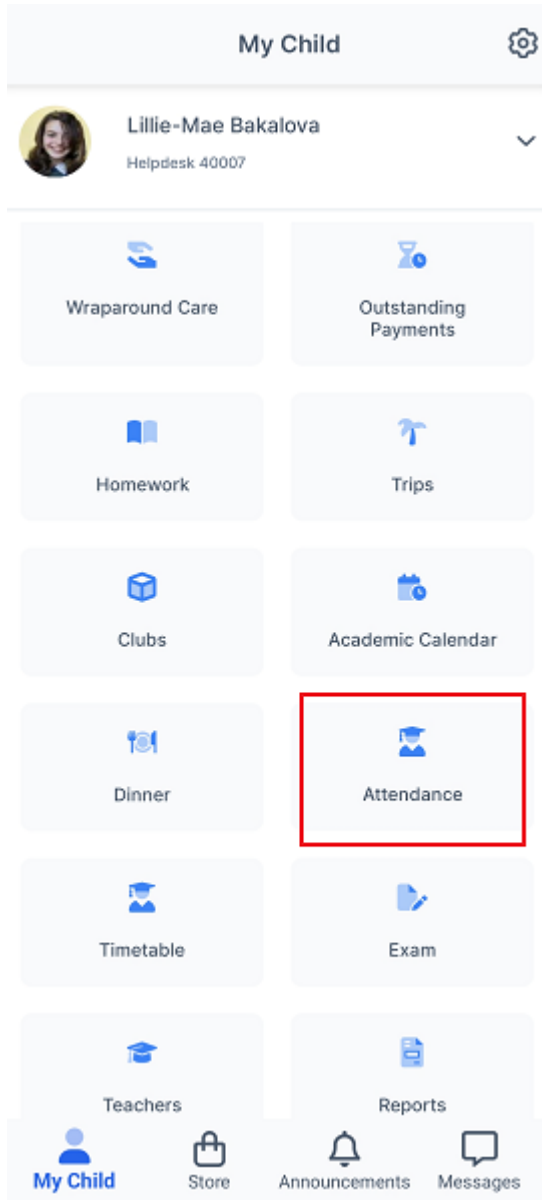


How to Notify School of a Child's Absence in the MCAS App (Parent/Carer Guide)


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



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

< Attendance

📅 Report an absence >



Present	100.00
Authorised Absent	0.00%
UnAuthorised Absent	0.00%
Not Taken	0.00%
Late	0.00%

Today < August, 2025 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	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

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 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, scroll to the bottom and 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 **Confirm**

When a parent submits an absence notification via the MCAS Parent App, it will appear in the **Absence Notifications** page of the school MIS just as with **Absence Notifications** submitted through the desktop site.