

How to report a student's absence on the MCAS App

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

My Child

Lillie-Mae Bakalova

Helpdesk 40007

Wraparound Care

Outstanding Payments

Homework

Trips

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Academic Calendar

Dinner

Attendance

Timetable

Exam

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Reports

My Child

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STEP 1

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

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STEP 2

How to report a student's absence on the MCAS App

STEP 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. At the top is a back arrow and the title 'Absence Notification'. Below this are several input fields: 'Student*' with a dropdown menu showing 'Lillie-Mae Bakalova'; 'Date From*' with a date field showing '26/08/2025' and a calendar icon; 'Date To*' with a date field showing '26/08/2025' and a calendar icon. Below these is a grey box with a warning icon and text: 'Select a time only if your child is arriving after the school day has started or is leaving before the school day ends'. This is followed by a checked checkbox labeled 'Time'. Below the checkbox are two time fields: 'Time From*' showing '08:25' and 'Time To*' showing '12:00', both with clock icons. Then is a 'Message*' text area containing the text 'Lillie-Mae has a doctors appointment this morning and will come in afterwards.'. At the bottom is an 'Attachment' section with a '+ Add Attachments' button.

- **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.



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STEP 4

- **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* 08:25 Time To* 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