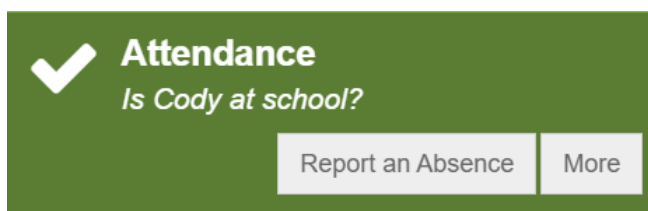**YSGOL BRO TAF**

Brave • Respectful • Optimistic • Trusting • Aspirational • Fun

Reporting your child absent via MCAS

There is now the facility on MCAS to report your child absent from school. Please follow the step below.

Step 1

On the "**Attendance**" section of the MCAS app there will be a button as shown as below (a random name has been used in the example below)

Click on the "**Report an Absence**" button above.

Step 2

You will then need to fill in the details on the "Absence Notification Form" that appears as shown below

The name of your child should automatically appear in the student section.
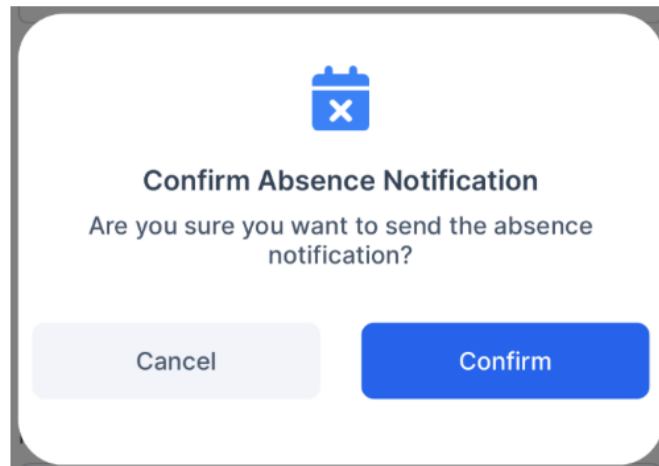
Please complete: -

- The start and end date of their absence (if this is short term illness, please do this daily)
- Time (8.30am-2.45pm for whole day) – if this is for an appointment or for part of the day, please be specific.
- The reason for the absence
- Attach any evidence needed for example doctors' notes, appointment card etc
- They select "**send**" in the bottom right-hand corner of the screen.
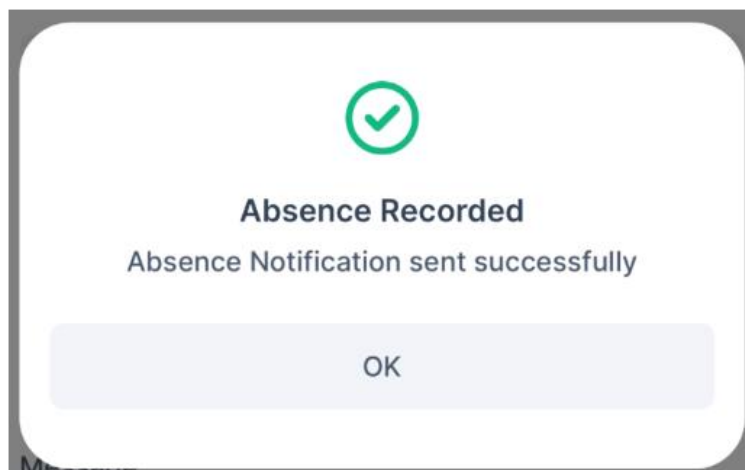
Step 3

After selecting **Send**, a confirmation pop up will appear:

Step 4

After selecting **Confirm**, a success message will appear:

Please Note: If an absence notification has already been confirmed for this period, another cannot be submitted.