

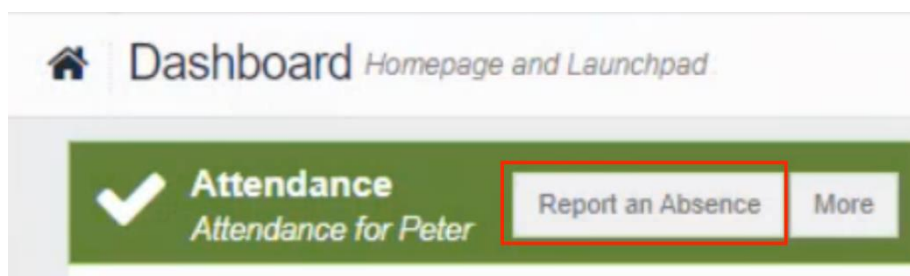


Reporting Absence and Requesting Special Leave of Absence

Requests for Special Leave

All requests for special leave must be submitted through the MCAS website portal. This includes medical appointments and extra-curricular activities taking place during the school day.

To access the 'Report an Absence' button, you will go to **MyChildAtSchool>Dashboard>Attendance**

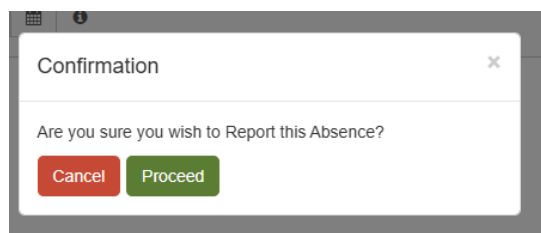


The button is also visible in the **MCAS>Attendance** screen

After clicking on the **Report an Absence** button -you can 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 if you have more than one child in school that the request applies to.
- **Date From:** You will be able to select today's date or a date in the future. **Date To:** You will be able to select today's date or a date in the future.
- **Message:** You will provide details of the absence. For part-day absences e.g. a medical or dentist appointment, please provide details of pick-up/drop-off times and an estimate of the number of hours being requested.
- **Attachments:** You can attach multiple files up to 20MB each (PDF, JPG, Word, Excel, and XML). Please upload evidence to support your request so that it can be considered thoroughly.
- **Send:** Will send the Absence Notification to the school.

After selecting Send, a Confirmation popup will appear. Click **Proceed** and a success message will appear.



Absence report sent successfully

You will then receive a confirmation email when the Absence Notification has been sent successfully. Once we have received and reviewed the report/request, we will notify you via the **MCAS>inbox** either that the request has been approved or rejected with reasons.

This feature remains available **only** on the website portal @ [MyChildAtSchool - Login](#), this can be accessed via a mobile device and/or laptop.

Should you require assistance, please contact our contact@maelorschool.org.uk for support.