## Student Absences (Reporting via the MCAS App)

All parents or carers should report all student absences by **8am** using the My Child at School (MCAS) App. When reporting an absence please make sure you let us know your Child's full name, their registration group and reason why they are absent.

MCAS is available both as a mobile app or a website. For more information please visit the Academy MCAS webpage under **Parents > MCAS**, or alternatively email <u>MCAS@st-georges-academy.org</u>.

In order to report an absence using the MCAS App:

	1.Select Messages from th	ne app menu
Jane Doe 🗸 🗸 🗸		
Attendance     Date Oallestics Form		St George's Academy
Data Collection Form	2.Press the 🕇 symbol 🥤	
Messages		St George's Academy
🖈 Behaviour		
<ul> <li>Exam Results</li> </ul>		St George's Academy 07 Mar, 09:13
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Exam Timetables	_	
<ul><li>Exam Timetables</li><li>Communications</li></ul>	T	8SRGB Jane Doe will
	3.Type your message	1234567890
Communications	(including form group,	
<ul> <li>Communications</li> <li>Timetable</li> </ul>	(including form group, full name of child, and reason for absence)	1234567890
<ul> <li>Communications</li> <li>Timetable</li> <li>Academic Calendar</li> </ul>	(including form group, full name of child, and	1 2 3 4 5 6 7 8 9 0 q w e r t y u i o p

If using the MCAS website <u>https://www.mychildatschool.com/</u> the Messages section is found by selecting the letter icon in the top right of the screen (as seen below):

