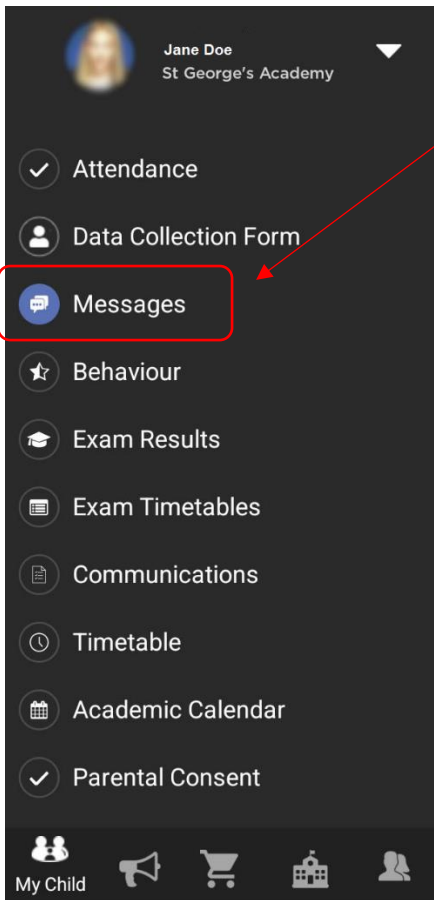# Student Absences (Reporting via the MCAS App)

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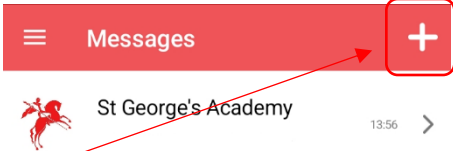
MCAS is available both as a mobile app or a website. For more information please visit the Academy MCAS webpage under **Parents > MCAS**, or alternatively email MCAS@st-georges-academy.org.

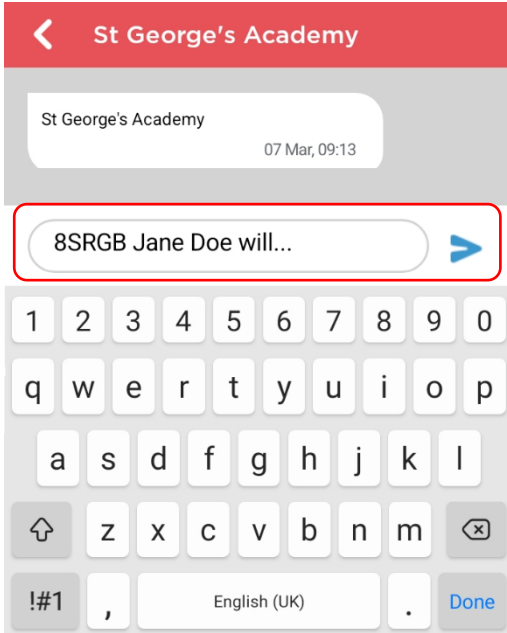In order to report an absence using the MCAS App:

1. Select **Messages** from the app menu

2. Press the **+** symbol

3. Type your message **(including form group, full name of child, and reason for absence)** before pressing **SEND**

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