

WIRRAL GRAMMAR SCHOOL FOR BOYS

Cross Lane, Bebington, Wirral, CH63 3AQ

Tel: 0151 644 0908

EMAIL: schooloffice@wirralgrammarboys.com

WEBSITE: www.wirralgrammarboys.com

Headteacher: S P Ascroft BSc MA(Ed) NPQEL



3rd March 2026

Dear Parent/Carer,

Reporting an Absence

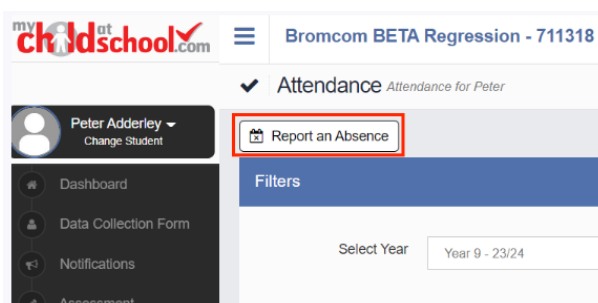
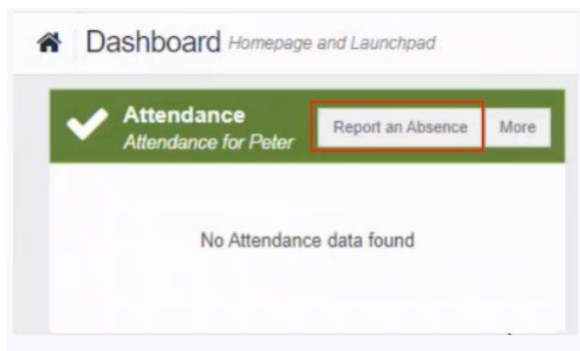
We are changing the way in which you report and absence for your child. The new process will require you to enter the information via the My Child At School (MCAS) pages or via the MCAS app. We will no longer be taking information from the school office e-mail address and will be removing the absence@wirralgrammarboys.com e-mail process in the coming weeks. **ALL** absences will need to be reported via MCAS.

If you would like to view your child's attendance record, you can do via the MCAS pages/app. You can find guidance on how to do so [here](#). This will take you to the Parent information pages for MCAS and this page also contains details on how to report and absence (some of this is included below).

It is important to note at this stage, in line with recommendations from the Department for Education (DfE) and our School Attendance policy, all applications for a leave of absence must be made in at least 24 hours in advance. Please give full details via the MyChildAtSchool platform (attachments can be uploaded where appropriate). Where a parent has not provided advance notification of the absence, removes their child after the request was refused or where no application was made to the school, the absence will be recorded as unauthorised.

If you wish to report an absence – via website dashboard

You can complete this via the attendance widget in your MCAS Dashboard and via your attendance page in MCAS.



Discover, Thrive, Belong

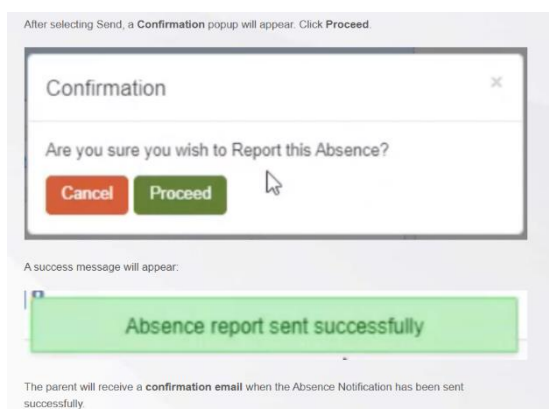
The process

After clicking on the **Report an Absence** button – parents can enter details of the absence (for whole days only) and then press **Send** to notify the school.

- **Student:** Parents can select one or more students.
- **Date From:** Parents will be able to select today's date or a date in the future.
- **Date To:** Defaults to the Date From. Parents will be able to select today's date or a date in the future.
- **Time :** Parents can tick this box if the **Absence** spans only part of a day to enter the start and end times for the absence.
 - **Time From :** Enter the **Start Time** of the absence
 - **Time To:** Enter the **End Time** of the absence
- **Message:** Parents will provide details of the absence.
- **Attachments:** Parents can attach multiple files up to 20MB each (PDF, JPG, Word, Excel, and XML) .
- **Close:** No action will be carried out and parent will return to the previous page.
- **Send:** Will send the Absence Notification to the school.

The screen will appear like this -

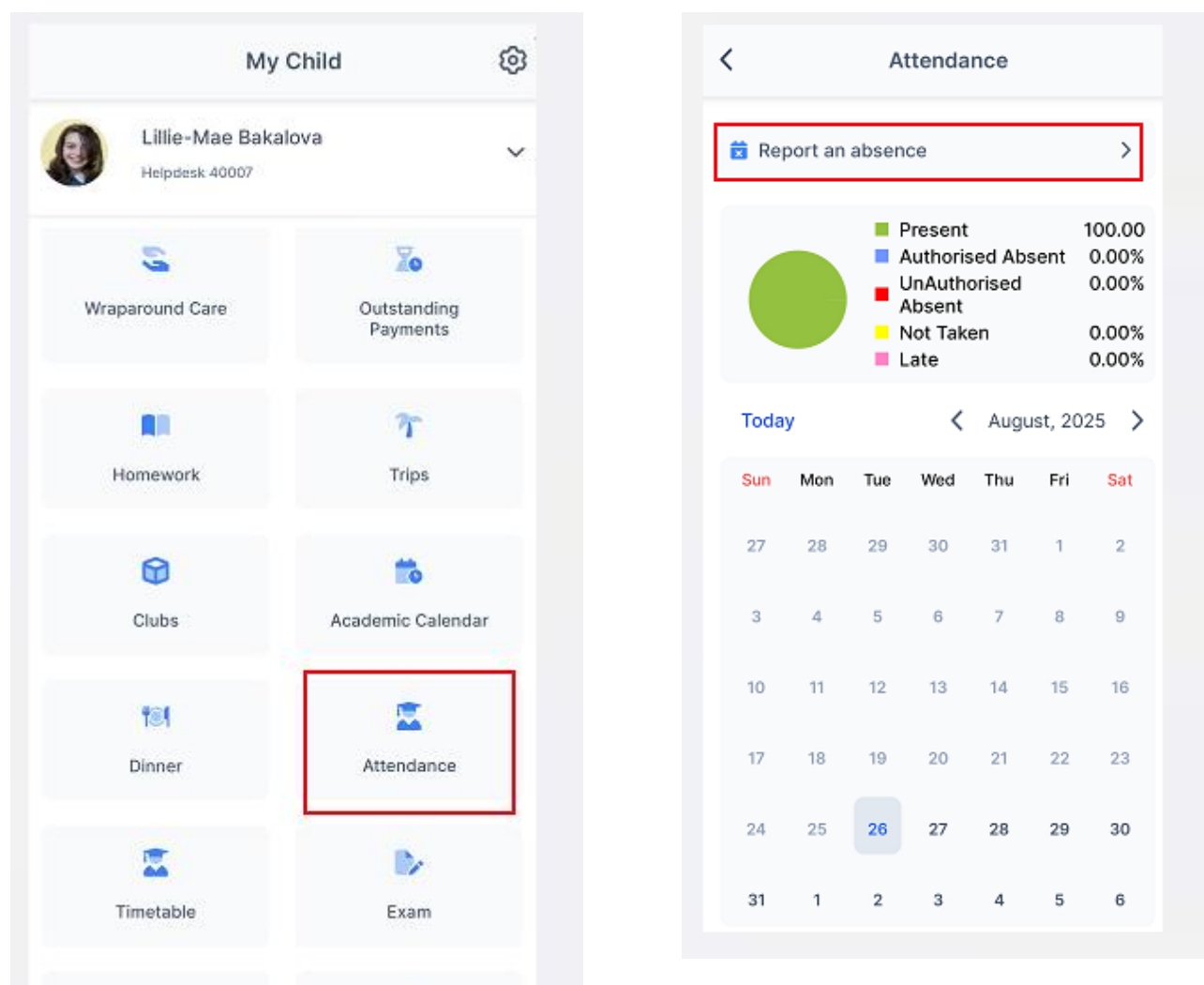
The screenshot shows a web form for reporting an absence. It includes fields for 'Student' (with a dropdown arrow), 'Date From' and 'Date To' (both set to 26/06/2025), and 'Time From' and 'Time To' (both set to 08:30). There is a checkbox for 'Time' and a note: 'Select a time only if your child will be arriving late or leaving early during the school day'. A 'Reason' text area is present. An 'Attachment' section has a cloud icon and the text 'Drop your file here or Browse files'. At the bottom right are 'Close' and 'Send' buttons.



Please do not reply to that e-mail as they will not be received or recorded in MCAS.

If you wish to report an absence – via MCAS app

If you wish to report an absence via the MCAS app, select the 'Attendance' widget from the dashboard. Then select 'Report an Absence' at the top of the screen.



On the next screen you will need to fill out all the required information; any field with an asterisk (*) is mandatory. Once the information is correct, scroll to the bottom of the screen and press 'Send'.

Example screen from the app.

The image displays two screenshots of a mobile application interface for submitting an absence notification. The left screenshot shows the main form with the following fields: 'Student*' (Lillie-Mae Bakalova), 'Date From*' (26/08/2025), 'Date To*' (26/08/2025), a time selection section with 'Time' checked and 'Time From*' (08:25) and 'Time To*' (12:00) set, a 'Message*' text area containing 'Lillie-Mae has a doctors appointment this morning and will come in afterwards.', and an 'Attachment' section with a '+ Add Attachments' button. The right screenshot is a zoomed-in view of the bottom part of the form, showing the 'Attachment' section and a prominent blue 'Send' button with a white paper plane icon, which is highlighted by a red rectangular border.

Once you've pressed 'send' you will receive the following confirmation message. Click 'Confirm' to continue or 'Cancel' to return to the 'Absence Notification' form to make any changes.

Next steps

Once we receive the absence notification (via the website or app), they will be 'Awaiting Review'. We may 'Approve' the absence notification in which case you will receive a message via your MCAS inbox. If we 'Reject' the absence notification, you will also receive a message via your MCAS inbox.

To see these messages, go to your MCAS inbox.

