



Altrincham Grammar School for Girls

BRIGHT FUTURES EDUCATIONAL TRUST

Altrincham Grammar School for Girls

Cavendish Road, Bowdon,
Altrincham, Cheshire WA14 2NL

0161 686 3011

admin@aggs.bright-futures.co.uk

www.aggs.bright-futures.co.uk

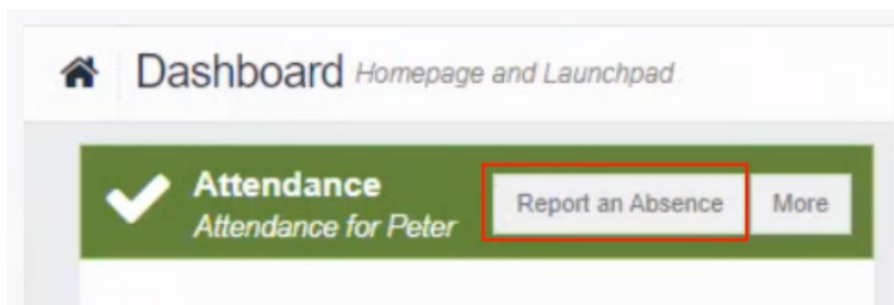
Dear parent(s)/carer(s),

Reporting absence and requesting special leave of absence

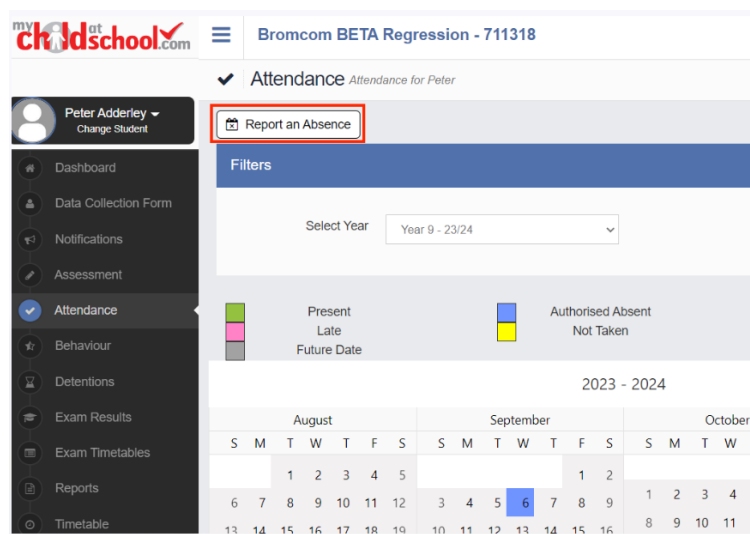
I am writing to inform you that we will be activating the 'report an absence' functionality of the My Child at School (MCAS) app to enable parents to report unplanned (on the day) absence as well to request special leave of absence. You will still be able to use the telephone absence line to report illness by leaving a voicemail, however, we will be removing the special leave of absence forms from the website. All requests for special leave will need to be made via the app. This includes medical appointments and extra-curricular activities taking place during the school day.

We will be activating this functionality from 2 June 2025, the first Monday following half-term.

To access the 'report an absence' button, you will go to **MyChildAtSchool>Dashboard>Attendance**.



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



Principal: Ms S Gill



Altrincham Grammar School for Girls

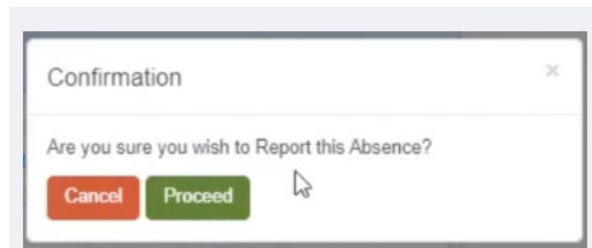
BRIGHT FUTURES EDUCATIONAL TRUST

Altrincham Grammar School for Girls
Cavendish Road, Bowdon,
Altrincham, Cheshire WA14 2NL
0161 686 3011
admin@aggs.bright-futures.co.uk
www.aggs.bright-futures.co.uk

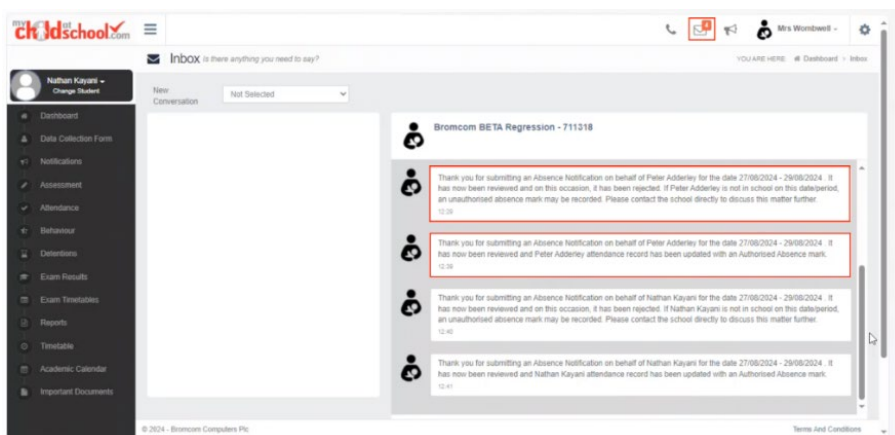
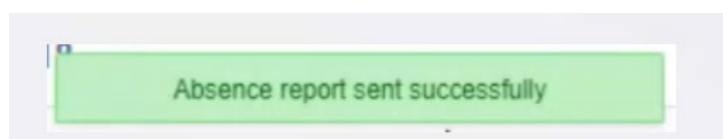
After clicking on the **Report an Absence** button –you can enter details of the absence (for whole days only) and then press **Send** to notify the school.

- **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**.



A success message will appear:



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.



Altrincham Grammar School for Girls

BRIGHT FUTURES EDUCATIONAL TRUST

Altrincham Grammar School for Girls

Cavendish Road, Bowdon,
Altrincham, Cheshire WA14 2NL

0161 686 3011

admin@aggs.bright-futures.co.uk

www.aggs.bright-futures.co.uk

Should you have not yet downloaded the MCAS app, please follow these instructions:

- Please navigate to the front page of the My Child At School, app either by typing in:

<https://www.mychildatschool.com/MCAS/MCSParentLogin> or

downloading the app.

- Once you have done this you should get the screen below. Please leave the boxes blank and click on 'Reset Password' on the bottom right hand corner and follow the instructions to gain access. Both children should be linked to the same account once you are registered using the email address we hold for you at school.

If you have any concerns or questions, please contact admin@aggs.bright-futures.co.uk

Yours faithfully,

Ms R Bond
Vice Principal

Principal: Ms S Gill