BOSTON WEST ACADEMY

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CARE
Working Together for Success

Dear Parents and Carers,

We would like to inform you of some changes to the way absences are reported to the school. These changes are designed to make the process quicker and more efficient for families, while ensuring that pupil attendance records remain accurate.

Reporting an Illness Absence by Telephone

When calling the school office, you will now have the option to **press 1 to report a pupil absence**. This will direct you to a voicemail service where you can leave details of your child's absence. The message will be picked up by our Admin Team and the absence will be recorded accordingly.

When leaving a voicemail, please include:

- Your child's full name
- Class name
- Reason for absence
- If known, expected return date

Reporting an Illness/Medical Appointment Absence via MCAS

Parents and carers can also report an illness or medical appointment through the **MCAS app**. To do this:

1. Open the **Attendance** module within MCAS.
2. Select **'Report an Absence'**.
3. Complete the required information.
4. Submit the form.

You are also able to upload attachments when completing the form. If the absence is for a medical appointment, please upload a copy of the appointment letter, screenshot, or confirmation at the time of submission. If evidence is not provided, you may be contacted and asked to supply a copy to the school.

Once submitted:

- The absence notification will be sent directly to the school office.
- You will receive a message confirming that your request has been received.
- Following review by our Admin Team, you will receive a further notification advising whether the absence has been approved and recorded.

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Proud to be part of **Anthem Schools Trust**

Leave of Absence Requests

As outlined in the letter sent before half-term, all requests for **leave of absence** (including holidays, weddings and other exceptional circumstances) must be submitted using the following form: Leave of Absence Request
Please note that leave of absence requests *should not* be reported via the absence voicemail or the MCAS absence reporting function.

Thank you for your support and cooperation in helping us maintain accurate attendance records. If you have any questions regarding these changes, please contact the school office.

Kind regards,

Miss R Wilson
Miss Wilson
School Services Manager